

MINUTES

UPTON LIBRARY FEASIBILITY COMMITTEE

March 3, 2015, 6:00 P.M.

Town Hall, Room G7, Ground Floor Conference Room

In attendance:

Michelle Goodwin, Chairman; William Taylor, Vice-Chairman;
Fran Gustman, Secretary; Linda Arthur; Kelly McElreath; Steven Rakitin; Alan
Leslie Rosenfield, Esq.; John Robertson, Jr., Chair, Upton Library Trustees;
Matthew Bachtold, Library Director and Adjunct Member

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:00 pm.
2. Approve Minutes of 23 and 24 February 2015 meetings. A Motion to approve the Minutes of February 23 as amended and February 24 as submitted was passed unanimously. The Minutes will be sent to Kelly for posting on the town website.
3. Financial Update. No changes.
4. Communication from Library Trustees

4.1. Status of OPM selection.

The town manager (TM) was authorized to negotiate with the top candidate, Vertex, or the secondary candidate, DTI, if necessary. If the third candidate, P3, is considered, references will need to be checked.

Selection of the site should be delayed until the OPM can help with details. Hopefully, the negotiations on the contract will be completed by the TM by mid-March.

The TM was directed that OPM contract should not exceed \$14,000, plus reimbursements.

The proposed joint Upton-Mendon library was 24,000 sf.

Linda: Checked references for OPM. For Vertex, only 1 of 3 called back: James Dugan, for Dracut Town Hall, said Vertex was always accessible and gave a glowing recommendation. For DTI, Tom Veedy, former Director of the Westwood Library, and Tricia Perry, formerly at Millis, now Director at Westwood, were very happy with DTI; the ceiling problem, they said, was not the fault of DTI: The contractor used an alternative fastening for the ceiling slats.

Steve and Michelle felt that the OPM was responsible for construction errors. On the Town Hall project, they felt that Vertex was looking out for Upton interests and supervised all technical aspects of construction.

The "Clerk-of-the-Works" is appointed by the OPM to be on the construction site daily.

Oudens Ello Architecture was recommended by Millis Library (oudens-ello.com/news/ has photos of the Millis and Eastham libraries).

4.2. Any other updates from Trustees.

John reported that at the March 2 Trustees meeting, CoA discussed its space needs and what areas would be used in common with a library. The Trustees agreed unanimously to consider a joint library-COA. Also, the Trustees discussed the Capital Budget Committee report, which will be written at a future date; one of the issues raised is contracting out of library services.

5. Building Program Update.

Kelly, Alan, Matthew, and Trustee Laurie Wodin comprise the work group.

Matthew provided a spreadsheet to compare the libraries of 16 towns used by the Personnel Board comparable to Upton. The libraries average 15,300 sf.

The figures of the Building Program Work Group are based on the Wisconsin Standards, a "75% building" (just over average) to achieve a library, which, as Alan put it, would not be pedestrian. Linda characterized Upton as having a self-image of being a little upscale. The collection would be 76,000 volumes, in 16,000 sf. Upton Library currently is 2,800 sf (including the Board of Health space).

Matthew: 2/3 vote needed for passage at the Town Meeting. The options for a new building are a stand-alone or a joint CoA building. The Selectmen are in favor of looking into a joint building. 61% of those answering the CoA survey wanted a joint building. A single option will go up for vote at the Town Meeting. Michelle posed the question, which will help the library gain the most support?

At the Annual Town Meeting, a warrant article will be included for the CoA portion of expenses; TM suggested \$10,000, to be amended.

The figures of the Building Standards Work Group are based on a population of 9,735 in 20 years and 68,000+ volumes for an average library, (according to the Wisconsin Standards), giving Upton 75,000 volumes at just over average and emphasizing collection space over meeting space. Matthew's personal opinion is that the collection could be smaller, as it will be supplemented by interlibrary collections; if it were necessary, to reduce the square footage, Matthew would suggest starting by reducing the collection, reducing the size of the largest meeting room, reducing the number of small rooms from 4 to 3 (200 sf each), eliminating one 6-ft. table. An architect can be expected to reduce the square footage by 10-15% of the total indicated by the Space Needs chart [attached], down to 14,700 sf. By way of comparison, the Town Hall is 14,000 sf.

John said that 20 years from now there might be a reduction of hard copy, allowing more meeting space. Michelle pointed out that collections take less space than people. Linda learned that one library always had a waiting list for its meeting room. Fran suggested that the architect should take into account a need to easily expand the building, particularly if the square footage were reduced to make a new library more saleable. Michelle said the library building would need to be adaptable.

Kelly left at 6:28 pm.

Matthew was directed to continue working with Mary Braney to create a Building Program with 16,000 sf.

The Building Program is due at end of April.

6. Library Director Update. None.

7. Next Tasks.

7.1. Timeline status review.

Mary and Matthew will complete the Building Program, send out the draft by March 24, and the Feas Comm will discuss it on March 31.

7.2. OPM will assist with RFP process for sites and RFQ process for architect. Noted.

8. Audience Participation. None.

9. Future Meeting Date(s): March 17, 6:00 pm, to be decided; March 31, 6:00 pm.

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

11. Adjournment. A Motion to adjourn was passed unanimously at 7:49 pm.

Tasks:

Matthew will send out his narrative describing the reasoning behind the numbers of the Building Program.

Feedback on the narrative, pointing out what items have been left out or items that are superfluous, will be sent to Matthew by email by Friday.

Submitted by Fran Gustman, Secretary
March 4, 2015

Town	Upton	Average	Wisconsin	Ashland	Ayer	Bolton	Douglas	Groton	Harvard	Holden	Hopkinton	Lancaster	Littleton	Maynard	Millbury	Northbridge	Sterling	Sturbridge	W.Boylston
Population	7500	10431	9735	16500	7400	4800	8400	10600	6500	17300	14900	8000	8900	10100	13200	15700	7800	9200	7600
Year Built	1972	1998		2005	1997	2010	2003	1999	2007	1988	1967	1999	1989	2006	2000	2001	2004	1989	1999
Collection all formats	53000	78813	73013	86000	89000	67000	33000	85000	131000	100000	65000	85000	96000	89000	82000	66000	33000	76000	78000
Parking	0	23		8	45	34	0	41	40	32	0	45	22	45	40	8	5	0	2
Largest Room	0	58		90	55	65	50	75	89	50	0	68	49	100	80	8	22	50	80
Seating	24	76		105	70	89	40	86	96	92	58	40	77	117	99	42	63	34	105
Computer Stations	5	12	16	12	13	10	4	26	17	8	7	12	13	20	6	6	16	9	11
Staff	5	7	10	6	6	6	3	13	9	14	8	6	9	8	6	4	6	7	6
Building Size	2300	15344		22800	13000	13500	4200	17400	20000	21000	5700	19100	16000	24300	16500	14500	9000	9500	19000
Print Collection	26000	49813	64251	60000	58000	37000	29000	66000	55000	70000	36000	45000	79000	57000	52000	39000	26000	40000	48000

Per Capita	Upton	Average	Wisconsin	Ashland	Ayer	Bolton	Douglas	Groton	Harvard	Holden	Hopkinton	Lancaster	Littleton	Maynard	Millbury	Northbridge	Sterling	Sturbridge	W.Boylston
Collection all formats	7.07	7.56	7.50	5.21	12.03	13.96	3.93	8.02	20.15	5.78	4.36	10.63	10.79	8.81	6.21	4.20	4.23	8.26	10.26
Parking per 1k	0.00	2.20		0.48	6.08	7.08	0.00	3.87	6.15	1.85	0.00	5.63	2.47	4.46	3.03	0.51	0.64	0.00	0.26
Largest Room per 1k	0.00	5.58		5.45	7.43	13.54	5.95	7.08	13.69	2.89	0.00	8.50	5.51	9.90	6.06	0.51	2.82	5.43	10.53
Seating per 1k	3.20	7.27		6.36	9.46	18.54	4.76	8.11	14.77	5.32	3.89	5.00	8.65	11.58	7.50	2.68	8.08	3.70	13.82
Computer Stations per	0.67	1.14	1.64	0.73	1.76	2.08	0.48	2.45	2.62	0.46	0.47	1.50	1.46	1.98	0.45	0.38	2.05	0.98	1.45
Staff per 1k	0.67	0.70	1.00	0.36	0.81	1.25	0.36	1.23	1.38	0.81	0.54	0.75	1.01	0.79	0.45	0.25	0.77	0.76	0.79
Building Size	0.31	1.47		1.38	1.76	2.81	0.50	1.64	3.08	1.21	0.38	2.39	1.80	2.41	1.25	0.92	1.15	1.03	2.50
Print Collection	3.47	4.78	6.60	3.64	7.84	7.71	3.45	6.23	8.46	4.05	2.42	5.63	8.88	5.64	3.94	2.48	3.33	4.35	6.32

