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## TOWN OF UPTON, MASSACHUSETTS

### Upton Joint Library/COA Feasibility Committee

## Minutes

Committee: Joint Library/COA Feasibility

Meeting Day, Date, Time: Monday, November 23, 2015, 6:30 PM

Location: Ground Floor Conference Room

### JOINT LIBRARY/COA FEASIBILITY COMMITTEE

William Taylor, Chair

Linda Arthur, Vice Chair

Fran Gustman, Secretary

Robert Fleming, Leah Hagen, Kelly McElreath, Janice Nowicki, Steven Rakitin (arrived 7:10), Alan Rosenfield, Esq. (left 7:30)

### ASSOCIATE MEMBERS

John Robertson, Jr., Chair Library Board of Trustees

Matthew Bachtold, Library Director

**OPM** Steve Kirby, Vertex

**TECTON ARCHITECTS:** Barbara Joslin; James Becker, Associate, Project Architect

Not present: Bob Fleming, Kelly McElreath

### Agenda:

1. The meeting was called to order at 6:35 pm. Agenda reviewed.
2. Presentation of results of site visits to other libraries – discussion of library features and services

Linda and Fran visited the libraries of Bellingham, Millis, Bolton, Boxborough and Blackstone, which were chosen as being similar in population size to Upton and relatively new. It seems that stack space is still an important consideration. The slide show includes information available on the library website.

Following is a list of best-liked features:

- Big windows
- High ceilings, white for brightness
- Light-colored wood, saturated wall colors
- Entries: cement floors, floor grates in entries to remove debris from shoes, separated from circ desk to regulate temperature.

- Carpet squares in reading areas, with a mix of colors to hide dirt
- Chairs by windows: comfortable armchairs in complementary textures, patterns, and colors; padded desk chairs, with easy-to-recover seats and backs; window seats; rocking chairs
- Lighting: table lamps; all fixtures using the same bulbs; motion-sensor lighting; armchairs by windows; hanging ceiling fixtures
- “Friends” area with built-in bookcases and low bookcases that provide work space on top, table and chairs, lighting, closed-off storage
- Generous closet space in kitchen and other work areas
- Community involvement: interactive community project in entry areas, fireplace, featured historic artifacts
- Welcoming: plants, whimsy, interactive projects, historic artifacts
- Art: original art, permanently installed; art gallery for revolving local art displays; decorated end stacks in children’s area
- More stacks rather than fewer

Matthew participated in the MBLC tour of the BPL renovation (\$78 M) and new East Boston branch (\$17 M, 15,000 sf). Comments: acoustic glass to the ceiling is very effective; consider the need for stroller parking; a folding glass wall between the children’s collection and the story time area could create a larger space; mobile shelving: Barbara has seen libraries with problems with mobile shelving; Matthew suggests that such shelving should not be moved often; diagonal lighting allows the relocation of shelving; in East Boston, the quiet space should have been bigger.

Both slide shows are available on the library website.

### 3. Site Selection

#### a) Evaluate/rank sites:

Alan: property at 91 Main St. is available; Bill said the bidding process would need to be repeated to consider it.

Barbara and Jim presented estimated costs: septic system, \$40-50,000; access road, \$400/linear foot, including utilities and sidewalks; parking lot, \$300/linear ft.

Stefan’s Farm: Bill believes it has already been evaluated and has ledge; it would need a 500 ft access road.

Playground site: waivers could be obtained for wetlands, as a previously disturbed site; VFW property belongs to the national organization; the site has steep drop-offs; there is room for only 20-30 cars on the site.

Church/Condo project: building is unsound.

Maplewood would need a long access road; there are concerns about proximity to residential neighbors.

Pederson: a parking lot in front would avoid wetlands and cut the costs of the access road.

The joint building design comes to 19,905 sf, with a library of 13,671 sf and COA of 6,235 sf.

#### b) Select sites for conceptual designs. Bob Fleming will present the findings of the Site Working Committee at the next meeting.

### 4. Project schedule. No updates.

### 5. Library Director update: Matthew handed out a chart from a *Library Journal* article, which will be discussed at the next meeting.

Men’s Club talk: The audience was receptive. The article in *Town Crier*: used

minimum size as average

6. Financial/budget review. The Tecton fee needs to be split, as agreed with Tecton, 6/7 and 1/7. Bill will request a CV for Jim Becker.
7. Board of Library Trustees update. None.
8. Approve Joint Library/COA Committee minutes of October 19, October 26 and November 9, 2015. Postponed.
9. Audience participation
10. Future meeting date(s). Monday, December 7, 7 pm. Topics: Bob Fleming will present the findings of the Site Working Committee at the next meeting. We will discuss including the gas fireplace and the stained glass window in the design. We will review the minutes of October 19, October 26, November 9, 2015, and November 23.
11. Other topics not reasonably anticipated by the Chairman 48 hours in advance. None.
12. Adjournment. A motion was approved to adjourn at 8:55 pm.

Tasks:

Review the chart from *Library Journal* article.

Bill will request a CV for Jim Becker of Tecton. Will be sent.

Review the minutes of October 19, October 26, November 9, 2015, and November 23 prior to the meeting of December 7.

Bob Fleming will present the findings of the Site Work Group.

Discuss the inclusion in the library design of a gas fireplace and the stained glass window.

Bill will find out if Stefan's Farm has already been evaluated for ledge.

Submitted by Fran Gustman, Secretary  
December 14, 2015