

Library Building Committee Meeting Minutes

Tuesday, March 7, 2023

Approved by committee March 28, 2023

Members in attendance: Satu Zoller (Chair), Candace Bradbury-Carlin, Denise Mason, Judith Holmes, Tim Hilchey, Eva Tor

Non-members in attendance: Philip O'Brien (architect)

Called to order at 4:31 pm by Satu Zoller.

Motion to approve the February 7th meeting minutes, Moved: Eva Tor, Second: Judith Holmes, Vote: Unanimous.

Motion to approve the February 21st meeting minutes. Moved: Judith Holmes, Second: Eva Tor, Vote: Unanimous.

Tree/Arborist Update

Candace reported that due to the inclement weather last week, the arborist site visit had to be rescheduled. The plan is to conduct the visit this Thursday or Friday. The arborists proposal will go to Kayce Warren, Town Administrator, to sign.

Plan Updates

The majority of the meeting time was utilized to discuss the draft design plan. Phil received input from the Massachusetts Board of Library Commissioners (MBLC). Some of the significant comments they provided include the following concerns:

- Lack of staff presence at main entrance
- Access to kitchenette
- AV equipment housing
- Function of the cafe
- Lack of storage and play space in children's area
- Location of quiet work spaces in proximity to teen area and lack of oversight into this area
- Circulation room issues

In response to the comments, Phil redesigned the draft plans to incorporate most of the concerns. The basic site plan and parking areas essentially stay the same. Internally, rooms and spaces were re-configured. Members spoke through proposed changes. Some of the major highlights include the following:

- The addition of windows in spaces where a lack of visibility/oversight was a concern
- Moving of the kitchenette for better access
- The addition of outside access to the meeting room storage area
- Moving of the children's work area
- Increased visibility and opening of space of the lobby/cafe area on the first floor
- The addition of after hours closure mechanisms to separate the library spaces from the meeting room
- Movement of the quiet study rooms

Many questions were asked and pros and cons of the various room uses were discussed. Some major highlights of this discussion include the following:

- The function of a periodicals room may be outdated. Several ideas were discussed to repurpose the room to allow for multi function activities such as use as a “maker” space, quiet work, music space, or telework space.
- Reviewing the design to determine if there is adequate co-working space present. It was briefly discussed whether the town would discuss assessing fees to private entities wishing to rent library space off-hours.
- Making sure flexibility is built into the design to allow for changing uses in the future based on community needs.

Search for Temporary Space Updates

The development of the RFP for temporary space continues. It was determined that 1,500 square feet of space is required.

Motion to adjourn at 6:05 PM, Moved: Tim Hilchey, Second: Eva Tor, Vote: Unanimous.

Action Items

- Phil will revise the draft plan based on the new comments discussed
- Phil will check with his engineers regarding the Eversource tie-in issue for potential solar installation
- Dan Pallotta to develop a budget
- Candace and others to meet onsite with arborist
- Candace and Phil to review the draft design with library staff
- Candace and Dan to work on the RFP for temporary space
- All members to continue to consider use of space for certain rooms in the design