

**Wolfeboro Public Library Board of Trustees**  
**Building Committee**  
**July 21, 2016**

**Attending:** Joyce Davis, Prue Fitts, Mike Hodder, Pat McLaughlin, Roger Murray III, Cindy Scott, Kathy Barnard, Barbara Widmer, Nancy Ghirardini, and Susan Raser.

The meeting was called to order at 1:00 by Cindy. No public were present.

Joyce motioned, seconded by Mike, to approve the minutes of the June 22, 2016 meeting with the following changes: Paragraph 4 – change “SPLF” to “WPLF (Wolfeboro Public Library Foundation)”; paragraph 5 – change “been unable to proceed” to “be unable to proceed”; and paragraph 5 – change “place” to “placed”. The motion passed unanimously.

Cindy introduced Architect Ron Lamarre of Lavallee Brensinger and discussion ensued concerning Phase 1. Ron stated that phase 1 begins today and will run through October. During that time the following will occur:

1. Meeting with library staff
2. The structural engineer will assess roof followed by a discussion concerning options
3. Programing and planning interior
4. Design of building

Frank Lamay of Milestone Engineering will be participating in the process.

Underwood Engineering conducted drilling last Friday in order to conduct soil analysis. Prior to drilling, they consulted with the structural engineer to determine locations for drilling. They are putting together a report that will address soil support and water infiltration. This will be used to design the foundation based on what the soil will support and to create a water table to enable rainwater to remain on site through absorption and retention.

Discussion ensued concerning how often the building committee should meet during Phase 1. Cindy provided Ron with a brief history of the project to date. Weekly and every other week meetings were considered and it was agreed that a weekly meeting is preferable. Ron stated that the committee will be working on two things at each meeting: 1) Planning and programming of internal spaces; and 2) What the outside of the building might look like.

Ron assigned homework to the library staff. He asked them to consider without size limitations relying on trust of the architect: 1) What gets in your way; 2) What prevents you from doing a better job; and 3) How does the space need to work for things such as interactions with patrons, deliveries, etc. Ron also suggested that the staff measure the linear footage of shelf space as a starting space with the realization that the current space is insufficient. His firm intends to design the spaces so that they can be used several different ways to allow for future flexibility.

The project costs provided will be all inclusive. Hard costs including the site, landscaping, engineering, parking lot, etc. will be included as well as soft costs such as furniture, audiovisual, and information technology. Roger stated that we do not want to include the soft costs in the warrant article and it was agreed that fundraising may pay for some of the soft costs. Ron said that his project cost will identify line items that could come from fundraising efforts.

No additional business was conducted.

No public input was received.

The meeting was adjourned at 2:00 by a unanimous vote.

The next meeting of the building committee is scheduled for 8:00 am on Thursday, July 28, 2016 at the library.

Respectfully submitted,

Susan Raser