

Wolfeboro Public Library Board of Trustees
Building Committee
August 18, 2016

Attending: Joyce Davis, Barbara Widmer, Pat McLaughlin, Roger Murray III, Cindy Scott, Candy Thayer, Kathy Barnard, Nancy Ghirardini, and Susan Raser. Architect Ron Lamarre was also in attendance.

The meeting was called to order at 8:02 AM. No members of the public were present.

Kathy motioned, seconded by Pat to approve the minutes of the August 11, 2016 meeting with the following corrections: Delete Prue Fitts and add Nancy Ghirardini to attendance; and page 3, fourth paragraph, last sentence, change "...because the equipment would on..." to "because the equipment would be". The motion passed unanimously.

Architect Ron Lamarre presented an updated bubble diagram which placed all identified requirements within the floor plan of the proposed building. The plan includes an enclosed porch with seating with two entry doors that will lead to the entrance door to the library. The community spaces including conference room, meeting room, restrooms, kitchen, and storage for tables and chairs will be accessible by key when the library is closed. Ron strategically placed book shelves to allow library staff to see most areas of the library from the circulation desk. Based on calculations provided, he is short three rows of shelves, but he believes shelves can be placed against solid walls in different areas of the library. Additional features included:

- A designated area for teens, separate from the children and adult sections
- A group seating area for 8-10
- Seating just inside the entrance where patrons can wait
- Delivery door at rear of building with a shelf to place deliveries
- A breakroom for staff separate from other staff areas
- Areas that are flexible and can be changed to meet future requirements
- Children's area broken up by collections

The cozy reading area by the children's section will be omitted due to fire escape requirements and to prevent children from leaving through the emergency exit door. The genealogy and history room will need to be larger and may be called the "heritage room". The staff room was moved to next to the meeting room to allow more outside light into the children's area and to give the children's librarian a better visual of the entire children's area.

Ron asked that the time of the next meeting, August 25th, be changed to the afternoon due to another commitment. The meeting will occur at 2:00 pm rather than 8:00 am. Cindy will advise Public Works Director Dave Ford and Code Enforcement Officer Corey Ryder of the time change.

The September 1st meeting has been rescheduled to September 2nd at 8:00 am.

Ron will not be available on October 1st for the open house as originally discussed. The following weekend is a holiday weekend, so it was agreed that October 15th was a better date.

Ron asked if the layout he presented today is “close enough”, he will make the changes discussed at this meeting and forward the proposed plan to Cindy for comments from the staff. Once it is agreed upon as a tentative plan, we can get costing estimates. Ron has not looked at any cost reduction efforts such as cutting down existing shelving to create the lower shelves rather than purchasing new shelving. He will look at cost reduction measures if necessary once we have a cost estimate for the proposed plan.

Underwood Engineering asked Ron about the rear parking lot and cost savings if the asphalt remains as is. Cindy is aware of drainage issues that Dave Ford wants to correct, so the asphalt may not remain as it is now.

Candy asked if we have received written reports from the engineering studies. Ron has received verbal reports and should have the written reports next week.

Joyce provided photographs of iconic buildings in Wolfeboro which will help Ron and the committee decide how the exterior of the library should look. Ron will not be adding additional brick to the existing building or new construction.

Cindy and Joyce reported they have been planning for the roll-out of the project with the following activities:

- Cindy and Candy will be interviewed for a newspaper article with photos approximately 2-3 weeks before the open house. The final paragraph of the article will invite readers to the open house.
- In addition to the article, take out paid advertisements in the newspaper announcing the open house.
- Printed information sheets that can be picked up by patrons in the library or at the Chamber of Commerce.
- Print and hang posters throughout the community.
- A bulk mailing is being considered. The Foundation and Friends will be asked to assist with cost if feasible.
- Produce a radio interview about the project and announcements for the open house.

- Cindy is working to produce a television video.
- Attend Board of Selectmen and Chamber of Commerce meetings to invite participants to the open house.
- Send or email personal invitations.
- Place something on the lawn at the front of the library to draw attention to the library and the open house such as an antique car.

The open house will be at the library and it is anticipated that the Foundation and the Friends will have tables set up to provide information. Staff will be available to conduct tours of the library. Ron will conduct two information sessions rather than just one to accommodate more people. Refreshments will be served.

Candy asked for volunteers to form a small committee responsible for pulling loose ends together for the open house. Nancy, Joyce, Cindy, and Candy will all participate. The Foundation will be asked at the next meeting for a volunteer.

Discussion ensued with no public input received.

No additional business was conducted.

The meeting was adjourned at 9:50 pm following a motion by Kathy, seconded by Roger and was approved by a unanimous vote.

The next meeting of the building committee is scheduled for 2:00 pm, on Thursday, August 25, 2016 at the library. Dave Ford and Corey Ryder will be invited to attend this meeting.

Respectfully submitted,

Susan Raser