

**Wolfeboro Public Library Board of Trustees**  
**Building Committee**  
**August 4, 2016**

**Attending:** Joyce Davis, Prue Fitts, Mike Hodder, Pat McLaughlin, Roger Murray III, Cindy Scott, Kathy Barnard, Candy Thayer, and Susan Raser. Architect Ron Lamarre was also in attendance.

The meeting was called to order at 8:02 AM. One member of the public was present.

Architect Ron Lamarre reported he met with library staff to discuss the way they work now and how to make it better. The staff want to be able to support the circulation desk by having offices close-by rather than located elsewhere in library. Staff share functions, cover for each other, and are interconnected so the circulation desk, staff offices, and break room should be near each other.

Ron provided estimates of the square footage for the additions he presented in the last meeting. The proposed adult section at the front of the library would increase from 3239 square feet (sf) to approximately 5000 sf. The existing children's area is approx. 1600 sf and following renovation will be separated from the rest of the library by glass and acoustic materials. The proposed entrance vestibule will add approx. 1227 sf.

Ron has asked staff to create a list of must haves, need to haves, and wishes by next Tuesday in order to come up with a list of what is needed, realizing it will fluctuate.

The following data was provided by Ron:

**Current Library**

Net space is 7336 sf

Gross space is 9738 sf (includes thickness of walls, walk around space, storage, restrooms, stairs to basement, etc.)

Net to gross area = 33% which is typical for buildings

**Budget Considerations Based on Current Information**

As proposed, 13,613 sf x \$256 (estimated cost using prior project data)

Includes addition of 6277 sf and renovation of existing 7336 sf

**Rough proposed cost = \$3,484,928 plus:**

- \$500,000 professional fees
- \$275,000 furniture/equipment
- \$136,130 IT and AV
- \$83,942 financing and permits

- \$20,000 moving

As described and subject to change, approximate cost would be \$4.5 million, which includes a 10% contingency.

The above figures do not include the basement and assume it will not be usable space. The specific square footage requirement has not yet been determined and will depend on how books are stored and displayed on shelves (going from 7 shelves to 5 shelves, whether lower and upper shelves display books by spine). Roof improvements are included in the cost estimate. Some of the existing furniture may be reused, so dollar amount could fluctuate. IT/AV costs are based on Ron's last four library projects which averaged \$10 sf. Moving costs could vary because there is a science to moving a library during renovations and he recommends hiring movers based on his prior experience. The dollar amounts are estimates based on what Ron thinks at this point in time and will change as he receives additional information.

Ron stated the Construction Manager and engineer will be at the library this afternoon to look at the roof, and to determine how many square feet can be cut out of the walls (usually up to 10% overall).

Based on his meeting with library staff, Ron has identified the following requirements so far:

- Staff of 10
- Quiet study area for 6 individuals
- Small quiet study area for 4 individuals
- A conference room that will hold 16 persons
- A meeting room that will hold 125 persons
- Genealogy spaces

Staff are currently doing an analysis of adult area requirements. We need to be strategic about locations of shelves in order to maximize natural light. During the upcoming week, Ron will create bubble diagrams which will place required spaces into proposed floor plan. By next meeting we should also have answers to cost per square foot and whether the 76 feet roof span is acceptable.

Underwood Engineering has not yet submitted their report. Should have something by Friday or early next week at latest.

Discussion ensued with no public input received.

Kathy motioned, seconded by Pat, to approve the minutes of the July 28, 2016 meeting. The motion passed unanimously.

No additional business was conducted.

The meeting was adjourned at 9:05 AM by a unanimous vote.

The next meeting of the building committee is scheduled for 8:00 am on Thursday, August 11, 2016 at the library.

Respectfully submitted,

Susan Raser