

**Wolfeboro Public Library Board of Trustees**  
**Building Committee**  
**July 28, 2016**

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

The meeting was called to order at 8:00 AM by Candy. No public were present.

Kathy motioned, seconded by Mike, to approve the minutes of the July 21, 2016 meeting with the following changes: Paragraph 1 – change date of the minutes approved from June 22, 2016 to June 27, 2016; and paragraph 2 – change the spelling of Frank Lamay’s last name to Lemay. The motion passed unanimously.

Architect Ron Lamarre stated that he and Cindy walked through the library following the July 21, 2016 building committee meeting, looking for the least expensive option that will maximize our investment. He believes important elements should include only one door entering into the library with visual control of the entry area from the circulation desk. Ron used an interactive visual presentation of the previously proposed building renovation to show his initial ideas conceptually. Ron began by asking what if we didn’t do an addition out back as previously proposed, rather some or all of the following:

- Create an entrance sequence with a door in the center, and a door on each end, where patrons would enter into an enclosed area that leads to the single entrance into the library.
- Add a hallway behind the staff areas eliminating the need to walk through offices to get from one to another. Remove the existing windows and replace with doors that lead to this hallway and add windows to the new outside wall that will allow staff to open during nice weather.
- Rather than an addition in the rear and front, leave the rear as is and expand the addition to the front of the library as far as possible allowing for the required setback. That way, the new addition will be clearly visible from the street and it will “match” the church across the street in its positioning on the lot and as seen from the street. In addition, this design *may* allow the library to continue to operate in the existing structure while renovations occur, possibly eliminating the need to relocate to Huggins Hospital during construction.
- Add a drive-through book return drop in the area currently occupied by handicap and 10 minute parking that will allow patrons to return materials from the drivers’ side of their vehicles. A turnout will be created so vehicles would not obstruct traffic coming into the library parking lot.

- Remove parking from the back of the parking lot to lessen impact to abutting neighbors, relocating the spaces to the area acquired on the adjacent lot.
- Consider having two separate staff work areas, the circulation desk and another area for other staff operations.

Cindy advised Ron that ventilation is a concern due to the close proximity of the Fire Department. The fire vehicles create exhaust fumes that cannot be sucked in through the ventilating system. Ron noted this concern.

Cindy also expressed concern about the roof issues. Ron is inviting Frank Lemay of Milestone Engineering to the library on Tuesday and roof solutions will be discussed. Ron noted that the existing ceilings are low and the lighting is poor. He believes the acoustic ceiling tiles should be removed, exposing trusses which will raise the ceiling and allow for illumination. The walls can be acoustically treated to minimize sound and to provide insulation. Ron confirmed that a pitched roof is possible, most likely made of metal and will have to comply with seismic regulations.

Ron stated Frank Lemay will be providing pricing as soon as possible so that we can determine how much square footage we can afford. He affirmed that the concept design can be completed by October 1, 2016 with a budgetary maximum price established.

Underwood Engineering has not yet submitted their report. Their report will provide a geotechnical analysis and will establish the load-bearing capacity of the soil. Mike asked Ron to contact Underwood for a status report.

Committee members asked Ron questions about his ideas and discussion followed.

No additional business was conducted.

No public input was received.

The meeting was adjourned at 9:17 AM by a unanimous vote. Following adjournment, several members of the committee walked through the library with Ron and he pointed out the ceiling area that he discussed previously with his recommended improvements.

The next meeting of the building committee is scheduled for 8:00 am on Thursday, August 4, 2016 at the library.

Respectfully submitted,

Susan Raser