

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
BUILDING COMMITTEE MEETING
September 22, 2016, 1:00 pm

Attending: Cindy Scott, Joyce Davis, Barbara Widmer, Candy Thayer, Roger Murray, Nancy Ghirardini, Prue Fitts, Pat McLaughlin, Architect Ron Lamarre

The meeting was called to order at 8:00. No members of the public were present.

Minutes of the meeting of September 15: After discussion, a motion was made by Prue to accept the minutes as written. They were seconded by Joyce and approved unanimously.

This meeting, the last one with Ron, was devoted primarily to working on the floor plan of the library. While this plan is near completion there will always be opportunities for small changes. Ron stated that the entire building plan should come in under \$300,000.

STAFF AREA

- Ron started with a review and discussion of the staff area. He explained that the break room would have a table for four, comfortable seating, counters, sink and refrigerator. Cindy thought that the space was too large so Ron suggested reducing it in size along the interior side facing the library and removing the door on that side.

IT SPACE

- After discussion, it was decided that the newly created space would make a good place for the copier and that the original copier space would be replaced with table and chairs for people who might be waiting for IT help or copier use.
- Next to the copier (on the outside of the Staff Break room) could be a counter where copier users could work or wait.

PERIODICALS

- Following discussion, it was decided that the periodical display space would remain where it is in the plan next to and behind the computer station counter and near the seating area in the adult area.

GENEALOGY ROOM

- Cindy and others were concerned about the excessive amount of light from the full windows on two sides in this room that deals with some light-sensitive documents. Ron assured us that there are all kinds of ways to treat glass for light protection but that side of the building would not get lots of light anyway.
- It was felt that the two separate storage rooms next to this room could be combined into one and the fragile documents would be kept in that larger storage space. The door from the storage room into the Administrative Assistant's office would be taken out leaving only the door directly from the Genealogy Room. It would be kept locked.
- It was decided to allow this room to also be used for a quiet space for the public as well as a genealogy research room. Small groups would use it as well and there would be a sign on the outside to inform people as to what group was using it and at what time.
- Cindy wishes this room to be called the Genealogy and Local History Room. Candy likes the name, the Heritage Room.

ENTRANCE AND LOBBY

- As indicated on the plan, the doors into the library, by law, must swing out for rapid egress.
- There was much discussion about the placement of exhibits (glass display areas as you enter the lobby) and new book displays and Friends sale books.

- What about "WOW" factor on the inside of the library? Perhaps the high ceiling with beams, the views into the children's' section and the open space of the adult areas. Cindy mentioned the original circulation desk from the old town library. It is wooden, curved in design and too tall for circulation use but perhaps could be used in some way as a point of interest.

ENTRANCE PORCH

- Ron plans to shorten the left hand side of the porch and entrance to provide more visibility for drivers coming into the parking lot. There was concern that this would shorten up the porch too much so Ron made it a smaller adjustment. The entrance into the porch at that end will be all glass with double doors and there will be room for seating for 3 or 4.
- All the exterior doors will be handicap accessible with buttons to open. There was a discussion of how many doors need to have that feature. The second set of doors leading into the library itself will definitely be so equipped. Some doors can be set on "hold open" during periods of nice weather when no heating or cooling is being used.

There was a shorter conversation about the exterior of the building.

EXTERIOR

- Cindy commented that external appearance is of great importance when the Library project is presented to the town. It must be essentially "finished" because if any major changes are made afterwards it would be likely to create serious reaction from the public. Ron is sure that it will be complete when presented to the public.
- Ron said that Dave Foster suggests that the sidewalk to the library be made of pavers rather than concrete or asphalt. There will be no garden or green space between the sidewalk and the building.
- EAVES--Ron went along with changing the color of the eaves from light blue to the matching beige of the building at the request of most members.
- ROOF--Prue inquired as to whether we could use metal tiles rather than metal sheeting on the roof. Ron said there are other possibilities but we will look at that later.

PARKING

- TRAFFIC FLOW--There was some discussion as to traffic flow with all feeling that one way traffic was important to avoid accidents. This work will be done with Underwood Engineering.
- BOOK DROP--A drive-up book drop is important and is of great interest to the public. With one way traffic there are some issues of where exactly the book drop would be placed, a problem that will be resolved later.

OTHER BUSSINESS

Interview with the Granite State News--Cindy and Candy will meet with the newspaper to discuss the Library project and will show them the exterior plan.

FAQ about the Library Project--We all received the FAQ sheet that John Sandeen from the Foundation sent out. Joyce handed out a rewrite that she had done which we liked very much. This FAQ sheet is very important for the Foundation members when they go seeking pledges and for all of us who talk about the project.

The Roll Out to introduce the project to the public--This will happen on Saturday, October 15, from 9:30 to 4:00. This day is sponsored by the Staff of the Library and supported by the Trustees, the Friends and the Foundation with people from those groups attending and helping out in many ways. All of us are asked to donate 2 or 3 hours that day if we can. There will be tours, refreshments and Ron Lamarre will be there to present computer projections of the plans as they stand. Kingswood Press will print handouts and posters

designed by Sharon O'Donnell. There will an October 6 press release and hand addressed invitations sent to the abutters and members of various of the Boards in town.

Roger made a motion to accept Joyce's FAQs as the official version. Prue seconded and the motion was approved. These would be good to have available at the Roll Out.

A motion was made and seconded to adjourn the meeting at 9:55.

Respectfully submitted,
Pat McLaughlin, Alternate Trustee