

## **DRAFT MINUTES**

**September 20, 2013**

**Library Planning Committee  
Thomas Memorial Library  
Maine Room**

Members Present:

Frank Governali  
Molly MacAuslan  
Kathy Ray  
Jessica Sullivan  
Jay Scherma, Library Director, Ex Officio  
Greg Marles, Facilities Director, Ex Officio

Absent: Kate Williams-Hewitt

Featured Guests:

Richard Reed and Cynthia Loebenstein of Reed & Co. Architects

The meeting was called to order by Chair Molly MacAuslan at 9:03 AM.

There were no members of the public present.

### **Review: Proposal for Architectural Programming Study (Reed & Co.)**

Dick Reed reviewed the scope of services for which he has been hired. He has requested access to or copies of the following:

Critical Insight's detailed survey results from the 2007-2009 Library Study  
The plot survey of the current library grounds  
Results of the August 29, 2013 Roundtable discussions

Greg will obtain the survey, Jay will provide/facilitate the Critical Insights results and the Roundtable discussion results.

**Collect input and establish the protocol for information-gathering meetings to include:**

- a) TML Director and Staff**
- b) Representatives of the Cape Elizabeth Schools**
- c) The Historical Society**
- d) Other**

Discussion was held concerning outreach to various factions in town: the business community, the Historical Society and the School Department.

Greg will contact Meredith Nadeau, Superintendent of Schools, to inquire about the possibility of Reed & Co. speaking with the school board at their upcoming workshop on the 24<sup>th</sup>.

Jessica will coordinate a date/time and place for an outreach event with Reed & Co. and the Cape Business Alliance, Farm Alliance, Rotary, etc. She will also invite the Historical Society to meet with Dick Reed after our next regular meeting on 9/30/13, in the Community Room, to which the Historical Society has already been invited. Dick Reed will provide questions for the Historical Society.

### **Development of a preliminary building program**

Dick Reed has reviewed the current library and reports that we are at 69% efficiency ( space utilization: utilized vs. “dead space”). He wants a new or renovated TML to be at least 87% efficient.

Dick prefers the construction management delivery model, and will hire an estimator for accurate square footage cost projections.

Molly asked Reed & Co for a timeline of their outreach appointments with small groups, and for deliverables. Dick will provide templates. Molly plans for a refined program summary in six weeks,

Dick and Cynthia described their process of square footage and space design

- a. A new plan shown would have 16,000 sf at 87 % efficiency  
( we now have 14,500 sf at 69% efficiency )
- b. Libraries are changing and want more “program flexible” space
- c. The cost figures shown do not include renovation of the Spurwink school  
The Spurwink school could be renovated and re-purpose as a museum on the upper level, and perhaps book sale and support space on the lower level. It may be possible to return the school ( built in 1849 ) to its original footprint.
- d. The “greenest building is the one already built”.
- e. LEED certification would be possible, but has a significant cost impact: perhaps we could at least reach for the standard – do what we can afford.
- f. Any renovation would include a complete rebuilding of mechanical systems

Discussion followed concerning topics of interest at group meetings. Jay mentioned that a “greenway” pedestrian path from the high school to the TML, and from the IGA to the TML could be discussed. Frank suggested that Dick give groups a power point display of some of their other library projects. Dick noted that landscaping can have a hugely welcoming impact on inviting and attracting patrons.

In response to a question about library project financing, Dick reported that many library building projects have combined financing models: i.e., public funds ( bonds ) with additional private fundraising, sometimes grants and large private gifts. In his experience, public money tends to pay for bricks and mortar, while private funds are often used for furnishings. Reed & Co tries to minimize unforeseen conditions in its projects and usually has a 5% contingency cost set aside. An estimator will provide several contingencies. Time-wise, they have generally seen a 5-7-20 year time frame from plan to financing and buildout.

The next Library Planning Committee meeting will be on Monday September 30, 2013 in the Community Room at 3 PM. Kathy and Kate should give their reports then. Reed & Co. will come to the October 7 meeting and will need about 45 minutes to tell us about input gathered at the group meetings.

Meeting adjourned at 11:25 AM

Jessica Sullivan, Secretary