

## **DRAFT MINUTES**

**October 18, 2013**

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

#### Members Present:

Frank Governali

Molly MacAuslan

Kathy Ray

Jessica Sullivan

Kate Williams-Hewitt

Jay Sherma, Library Director, Ex Officio

Greg Marles, Facilities Director, Ex Officio

#### Guests Present:

Reed & Co. Architects Dick Reed and Cynthia Loebenstein

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

### **Report From Reed & Co.**

Dick and Cynthia reported on their visits to Scarborough, South Portland, Kennebunk, Auburn and Brunswick Maine libraries. They have attended story hour here at the TML; they have met with the School Board and Division Leadership Team, a member of the Cape Business Alliance and the Cape Elizabeth Historical Preservation Society. They reviewed a list of comments made.

In responding to a question about involving school children in the process, it was determined that children might have opportunities to engage with a building committee, that for now the School Board and "DLT" input was sufficient. It was also determined that a follow up meeting with TML staff would be productive and informative now that the design program is completed and initial draft floor plans are available.

Dick and Cynthia proceeded to show the draft plans for a potential new TML. The proposed interior design layout is based on an "H" shape and this is very efficient. They estimate hard costs at \$3.4 million. This does not include cost for renovating the Spurwink School, which is not included in their renovation/addition proposal. They have requested a separate estimate from Derek Converse for renovation of the Spurwink School.

Soft costs ( architect and engineering fees, permitting costs) and FFE ( furniture, fixtures and equipment ) are estimated at \$400,000. Relative to estimates, Reed & Co. carries an owner's contingency which is normally a percentage of the project total. Greg expressed concern that the soft costs will be greater than estimated, and that there are items such as security systems that will be needed and are not mentioned. Overall he likes their plans and thinks their estimates are excellent.

Responding to Kate's question, general discussion took place about the possibility of adding a loading dock to the back of the building, accessible from the fire lane. According to Dick Reed, this is not possible due to the current grade. Greg agreed, also stating concern about the frequency of Minerva book deliveries ( daily ) and the possibility of Minerva trucks blocking the fire lane.

Dick Reed recommends that we consider using the Spurwink School for use as the temporary TML. An exterior access ramp would need to be constructed.

There was consensus among the committee that a bond figure for a new library would be recommended at \$4 million and that we should plan for fundraising to cover "FFE". Therefore, we would recommend \$4 million to cover hard and soft costs, and \$400,000 to be raised privately to pay for "Furnishings-Fixtures-Equipment". It was observed that transition costs may be about \$15,000. Frank recommended that the Durham NH library construction project website be considered as a model for a new TML construction website; this would be an excellent vehicle to keep the public informed.

Reed & Co. will provide their final report, as well as a brief power point and report by October 25, 2013. They will meet with us on October 28, 2013 to review everything. They will be present at the November 6, 2103 Town Council meeting when the committee will present the final draft report. Frank suggested that Reed & Co. include a table/chart showing a variety of library projects, cost and square footage; as recently completed as possible.

Frank will assemble the first draft of the final report, and asked that committee members look for points needing emphasis, etc.

For presentation to the Town Council on November 6, a thirty minute maximum time is needed. The Library Planning Committee will spend 10-15 minutes reporting and using 7 power point slides. Reed & Co. will follow with 3 power point slides and spend about 10-15 minutes discussing their process and results.

Concerning the suggestion that the town and school libraries be combined, Kate will ask the new high school librarian for a policy statement, and IT Director Eric Cramer for his input, about "learning commons" in particular.

Meeting adjourned at 12:09 PM  
Jessica Sullivan, Secretary