

LIBRARY STEERING COMMITTEE MEETING MINUTES

March 21, 2014

Attendees:

Jan Rosenbaum (Jan), chair
Warren Erickson (WE)
Carole Gartley (CG)
Bill Leone (BL)
Judy Lindahl (JL)

Ex officio attendees:

Bill Chapman (BC), Select Board
Ann Filley (Ann), Library Director
Kathleen Meil (KM), Library Committee

Also in attendance:

Rick Bates (Rick), Town Manager and guest, Ames Curtis

4:00 pm

The meeting was called to order. Bill C. requested a need for someone else to take minutes and Ann F. agreed. The meeting then began with a discussion of what steps were needed to provide a non-binding referendum on the November ballot. Based on this discussion, it was determined that a critical date target would be the middle of September. That is when the ballots need to go to the printer. To hit that target date, the steering committee would need to provide a recommendation to the Library Committee no later than early July to allow the printing of a draft referendum. This would go to the Select Board for review and any necessary revisions. Then the Select Board would vote and hold a public hearing in August. The steering committee needs to agree on a drop dead date by the next meeting, so end of July for feedback from the Library Committee.

The chair welcomed Ames Curtis, who observed the meeting and will join as the newest member of the steering committee.

It was discussed that the group needs to keep the taxpayers in mind, to make sure that a strong case is made and be prepared to cover what is important to the town. Keeping in mind wants vs. needs.

A square foot breakdown was provided, one which shows the current use of the library, so that the programs and materials, computers, etc. reflect that the library (which is approximately 3200 sf) is clearly providing services of a library of at least 6500 sq. These estimates are very broad and need to be better defined.

The "library needs" spreadsheet which lists additional space for programming, storage, computers, work spaces, conference and meeting areas brought in an estimate of approximately 9500 sf. The group noted that it is important to determine the square feet for

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the future and this might be the time to have some contact with a library architect to provide an independent analysis.

In terms of the next steps and a complete economic analysis, Carole suggested that she would be happy to enlist the help of UMaine professors to help provide in the space planning. This group of experts are happy to be of assistance.

Ann and Kathleen will reach out to Scott Simmons to better understand how they arrived at their space needs analysis and what library standards were being utilized.

One question was posed concerned the other town departments and the square feet utilized by the town departments, especially the town office. Rick will follow-up, but thinks the current building is about 5000 sf.

Jan stated that he is meeting with a development consultant to help estimate costs.

There was discussion about the conceptual drawing on the RES site and that the people may have reacted not only to the size increase, but perhaps the lack of some traditional elements. One the picture was released, then the community felt that this was a final decision, that there was no going back or making changes.

Bill L. stated that it would be critical to provide a good package for voters in November, making sure that it is clearly stated that a bond initiative would not exceed a building of X size, not to exceed X dollars and that the voters know that would be asked to approve a bond of no more than X amount. And specifically state that we will not move forward until we have raised X amount.

Subcommittee reports:

Carole G reported to the committee the following information:

- The Alternative Site Committee has create a rough draft of site selection criteria, which cover some of the following areas:
 - Addresses values of different properties to each side(strengths and weaknesses)
 - Adds in cost of the land
 - Compliance and zoning
 - Population density

Carole wanted to make sure that everyone knows that this is a work in progress and criteria is still being added and defined. More on this at the next meeting. The ASC will also provide their criteria grid to the Current Building Site Committee. The focus of this sub-committee is to make sure that all possible sites have been studied, using the same criteria to provide the best recommendation to the Library Committee.

Judy L. reported for Current Building Site Committee, and reviewed the committee's notes on meetings with William Gartley for assessment on current structure, Bill Najpauer for parking,

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village characteristics and street configurations, Public Works to address topography, sewer and moisture problems at the current and Memorial Park sites.

The general consensus is that the library building as it stands is not a good candidate for another remodel. The Memorial Park site will be reviewed by both sub committees. Is the committee looking at a two story or one story building and those costs will need to be added into the economic research. Notes taken by the sub-committees have not been added into these minutes.

One suggestion was to provide the steering committee with a pro bono conceptual design which covered the current site and the Memorial Park site. The option was voted on by the steering committee and it was determined that since the committee has not requested a conceptual design, that this would be not be appropriate at this time.

Follow-up:

Ann and Kathleen to work with Library Committee to provide context for library best practices to tie to space needs analysis and vision statement

Ann to reach out to Scott Simons

Carole to reach out to UMaine for help with economic/space planning

Rick to provide town building sf

Sub committees to hone selection criteria for review of sites

Bill C. to provide grid of timing for non-binding resolution to Library Committee (completed)

Jan to meet with development consultant to estimate costs

6:00

Jan stated the next meeting will be March 31 at 4:00 at Town Hall and the schedule will be generally every other Monday. Ames Curtis agreed to be part of the steering committee and will be part of the Alternate Site Committee.

Meeting adjourned.

Minutes prepared by: Ann Filley March 26, 2014