



Building Design Committee

June 22, 2010

8:30 am

A meeting of the Library Building Design Committee was held on the above date in the children's room of the Edgartown Free Public Library.

Members Present: A. Tyra, L. Mercier, C. Watt, M. Fearey, C. Scott (chair), M. Donaroma, R. Knight (in order of arrival)

Public Attendees: F. Cheney (library director), Rob Hughes, Janet Aldeborgh, Anne Vose, Danielle Pendegraft, Heather Cohan, Gwyn Smith.

Meeting called to order at 8:31 a.m.

M. Fearey moved to approve the minutes as amended by R. Knight (to remove "in order of arrival"). R. Knight seconded the motion which carried unanimously.

The 8 RFQs received for Owner's Project Manager (OPM) were distributed to Committee members. The Committee members will rank the submissions according to preference and deliver their lists to F. Cheney by noon on Thursday, June 24, 2010. It was the consensus of the Committee that the next meeting be held on Friday, June 25, 10 a.m. at the Town Hall. F. Cheney will post the notice.

It is the goal of the Committee to choose 2-4 RFQ candidates and to interview them as early as Thursday, July 1. Each interview is subject to Massachusetts Open Meeting Law and as such needs to be publicly posted 48 hours in advance. The Committee will ask the Town Administrator's office to arrange a schedule for the interviews. The Committee also agreed that the interviews must be conducted with the individual(s) who would be assigned to the project.

M. Fearey agreed to check references listed in the RFQs. C. Scott will investigate what the Committee will need to do in order to enter into a contract with a chosen OPM.

The Committee also agreed to postpone the meeting scheduled for July 5, 2010, which is a federal holiday, until July 6, 2010, 8:30 a.m. at the library. F. Cheney will post the appropriate notices.

It was noted that while reviewing the RFQs it would be beneficial to consider whether or not a candidate has multi-disciplinary capabilities.

F. Cheney distributed three sets of worksheets via email before the meeting. The **first** set of worksheets was created by Schwartz/Silver Architects from the previous plan and described the seating/areas/collections. This worksheet was given to provide some historical information. The **second** set of worksheets depicted recommended gross square footage for the Edgartown library given its **current** collection/furniture/fixtures. The **third** set of worksheets was a rough estimate of space required for projected needs over the next 20 years. The second and third set of worksheets was put

together by A. Tyra and F. Cheney. Each of these sets contained three levels of library standards: basic, enhanced, and excellent. The results were derived from criteria recommended in the Wisconsin Public Library Standards.

There was additional discussion regarding the number used for the design population of 6,625. It was again discussed that it is difficult to determine the design population in a seasonal area. There was discussion regarding the validity of building a library for the seasonal population and having it under used during the off season.

There was disagreement of the worksheets setting aside 25-30% of gross area to nonassignable space (mechanical rooms, restrooms, stairwells, elevators, etc.) F. Cheney stated that renovating an older building usually results in a lower net square footage. She will find appropriate citations and pass them on to Committee members.

The worksheets contained a large amount of data. The Committee agreed to review the worksheets and to table this discussion for a future meeting. A. Tyra suggested that members could get a better understanding of what the Committee is planning the space for by using C.Scott's hand- out of June 14, 2010.

A.Tyra reiterated that the building program will tell the library's story. What the library's mission is, and what services the town will to provide through the library. The building program is not a description of the physical plant but merely what the library would like to do in an as of yet undefined physical space.

F. Cheney distributed a basic time line listing deadlines pertaining to the state grant. There was an erroneous date listed under town approval. F. Cheney will correct the time line and add deadlines regarding specific reports required by the state.

No additional action items were noted.

Agenda items for next meeting: OPM rankings; discussion of the OPM interview/hiring process.

Public Comment: Gwyn Smith shared her appreciation of the Committee's willingness to take on this task (*library expansion*) and proceeded to thank the Committee.

L. Mercier moved to adjourn. C. Scott seconded, and motion carried.
Meeting adjourned at 9:31 a.m.

Respectfully submitted by,

Felicia Cheney

Approved:

Chris Scott, Chairman