

Draft Minutes for Buildings and Facilities Committee Meeting on 08/05/2020

Goffstown Public Library Third Floor Meeting Room at 6:30 pm

Attendance: Samantha Homan, Chair; Aimee Huntemann, Minute Taker; Richard Manzo and Dianne Hathaway, Library Director; Jason LaComb, SMP Architect; Fred Mock, McFarland Johnson; Patti Penick, Head of Youth Services; Kathy Coughlin (observers left meeting at 8:38 pm)

Call to Order: 6:33 pm

Presentation by SMP and McFarland Johnson: The meeting began with an update and presentation from Jason LaComb.

- Jason began with an overview of what he planned to present, which included talk about partial, preliminary building sketches for input, overhead map of town and where the Library is located, how the sun moves around the library building and rough 3D renderings. The potential addition would create an L-shaped building.
- Jason started by showing the highest number of parking spaces that would fit. Then showed different building addition shapes and sizes and talked about how he ended up with the configuration and plan that he wanted to present for feedback.
- A potential addition would be 6,700-6,800 sq. feet, in two stories. Preliminary details included a community room of about 1,100 sq. feet that could be partitioned into 2 spaces and be separated from the rest of the Library.
- The first floor of the addition layout included a new entrance, the community room, a major/grand new staircase to the 2nd floor, and circulation by the entrance to greet people. It also included possible staff work space, staff break room, and another space that could be office or a study room, as well as 2 new restrooms opposite the entrance.
- There was a little space added to the Children's room, with a potential for more if the mechanical room could be moved.
- The 2nd floor of the existing building would be reconfigured to feature a meeting room, a reading room and a history room with the collections for adults and teens moving to the addition. The addition would also feature a large glass wall overlooking the front lawn courtyard space and seating. This area also showed 2 additional new rest rooms and 2 study rooms.
- The 3rd floor plan showed that space being configured for staff work space, tech services and storage, potentially keeping the existing meeting room for trustee/staff use. The design showed access to the roof of the addition for servicing any mechanical apparatus.
- Comments on the rough draft design included the following: Lacking storage (it wasn't included in the rough draft); the addition would bring the number of public restrooms to

5, with one dedicated as a family restroom, and would bring restrooms to the 2nd floor space; addition of an area in the children's space that could be closed off would be a good idea, something for about 20 kids; more space is needed in the children's section; community room must be divisible and have storage. There was talk of changing the 1st floor staff office space to a study room. There is a possibility for multiple self-check stations. The design did over hang set back lines, this could be reworked if needed.

- Jason and Fred will present this rough draft to the full board at the September 16, 2020 meeting, that meeting will start early, at 6pm.
- We want to start looking at dates for community input sessions set for late September or early October and sometime in either January or February.
- Patti, Kathy, Jason and Fred left the meeting at 8:38 pm.

Old Business:

1. Approval of Minutes: Richard made a motion to approve the minutes for 7/1/2020, Samantha H seconded. 3-0-0, Motion passes
2. Elevator Siding: Jess Koch gave Samantha a quote for \$375 to paint scrape and caulk, rotten wood removal and repair would be extra. Samantha left voicemail for Classic Exteriors, LLC. and Tuttle Restorative Painting but didn't hear back from those companies. Due to the low cost of the work, Dianne will go ahead and have that work done, no vote needed.
3. Slate Roof Tile: Work has been completed.
4. Building Committee Research: Will discuss in September. Committee members to review information from Dianne and conduct more research on their own before next meeting. Looking to work on this in person or via a shared document.
5. Carpet Replacement for the 3rd floor is tabled for now. (Not discussed at this meeting)

New Business:

6. Update from Dianne:
 - Broken plexiglass over window has been replaced.
 - Dianne is going to ask the Friends to do some weeding.
 - Things with the cleaning company have improved with a new dedicated cleaner.
 - There was a clogged drain pipe for the furnace. Work was scheduled for repair by Patti and work was completed on Dianne's first day back from vacation.

Action Items:

- Samantha, Aimee and Richard will review and research building committees to begin job description and guidelines.

Motion to Adjourn: 8:51 pm

Minutes submitted by: Aimee Huntemann