



meeting minutes #2

architecture

engineering

management

project name: Town of Monterey
Library Addition

project no.: tom-4020

meeting date: 03.14.16

issue date: 03.28.16

present:

Mark Makuc-Library Director, Lauren Stara-MA Board of Library Commissioners, Daniel Pallotta-Project Manager, Mickey Jervas-Trustee, Mary Paul Yodes-Trustee, Dennis Lynch-Conservation Commission, Kevin Basler-Trustee & Selectman, Mark Volk-Foresight Land Services, Tim Eagles-edm, Rebecca Tamol-Kay-edm

distribution: attendees

Lauren Stara from the Massachusetts Board of Library Commissioners started the meeting out by going over the timeline for design:

- Procedures and milestones to be aware of
- Parts of the design iterations and process
- Seminar for the construction grant application timeline/process will be held on March 23rd in South Hadley
- An application workshop for the Construction Grant Program will be held in October
- To work with Mark and the architectural team to succeed at getting the grant

The Program Diagrams were reviewed.

New Library Site Building Diagrams (pd-1 & pd-2) were reviewed:

- The group liked the separation of public and library space
- Want the teen area moved away from the children's area
- AV should be by front desk (not blocking traffic), it's the library's biggest draw
- As many shelves that can be on wheels for flexibility of the space (Lauren mentioned this is the way the state is moving to allow for more flexible space in the future)
- Would like a fireplace
- Children's room should be connected to multi-purpose room for events and activities
- Children's room should be open to rest of library for flexible space for the future

Existing Library Site Building Diagrams (pd-3, pd-4, pd-5 & pd-6) were reviewed:

- Local historical section should be contained within the library
- Multi-purpose room needs to be flexible for use (activities, events, installations) and have direct access to the kitchenette

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Mark Volk presentation on the New Site:

- Would require new public water supply
- Shows 22 parking spaces
- No visibility from Main Street
- Existing road would have to be upgraded

Mark Volk presentation on the Existing Library Site:

- Parking shows 7 spaces and 1 HC space (grant requires 9 spaces + 1 HC space based on 3,600 sf of library)
- A turn around/delivery space is shown
- Off site parking within 100 ft of the library could be provided and designated as 'Library Parking Only' by the town
- A dry hydrant will be needed
- Due to the river setbacks the river will need to be upgraded along it to make up for the new building (river front planting, meadow, habitat)

After the presentations:

- Lauren Stara stated that the work has been done to show that other sites were explored and now the group can chose which site they want to focus on doing the library design on, so as not to waste time and money.
- The group concluded they would like to see plan pd-6 further explored on the existing library site
- Next meeting will be on Monday, March 28, 2016 at 3:00 pm
- Drawings will be emailed on Friday, March 25, 2016 to Mark Makuc for distribution to everyone before the March 28th meeting

- Adult Collections/Stacks: extra shelves for room to grow, end shelves for new books and displays, larger area for DVD's (biggest draw to library), away from children's area, near quiet study spaces, area for year round book sale
- Teen Area: shelving for books & DVD's, a few comfy chairs, away from children's area
- Multi-purpose Room: accessible from both the entrance and library, would be able to be open when the library is closed, flexible with conference table and chairs, comfy chairs for reading, a storage area for extra chairs and tables for events, accessible to the children's area for events, accessible to the bathroom and kitchenette when the library is closed, an outdoor connection, walls and areas for displays/installments
- Computer Area: an area for 3 desk top computers and a printer, big draw for second home owners who want to use the internet for printing out tickets, etc., also used a lot for people who cannot get internet service (which currently is about half the town), located near the front desk
- Small Study/Quiet Rooms: 1 to 3 rooms for 1-6 people for skypeing, tutoring, quiet reading/studying, away from front desk and noise
- Children's Area: increase the amount of shelving, carpeted, children size furniture that can be easily moved and stored for activities, away from the adult, teen and quiet rooms, near multi-purpose and kitchenette for events
- Storage: for book sale, library materials, extra furniture, janitor's closet
- Mechanical: furnace, electric, communications, oil tank
- Outdoor: gazebo with electric outlets for patrons wanting to use the internet access, garden, access to the river

Next Meeting: Monday, March 14, 2016 at 3:00 pm