Design and Architecture Subcommittee
Minutes of November 28, 2012 meeting
Marshfield Fire Station Training Room

After the last meeting of D&A Subcom on October 25, 2012, the architects sent a revised set of drawings to Belongia in early November. During the week of Nov. 12-16, feedback was gathered regarding those revisions, and the feedback results ("Notes from feedback – week of Nov. 12-16, 2012") were sent to the architects on Nov. 18, 2012.
[The feedback came from D&A Subcom members, Library & Community Center Committee (LC^3) members, members of other LC^3 Subcommittees, the Library Board, the Library staff (including all section heads), and the public.]

The drawings presented at this meeting on Nov. 28 are therefore revisions based on the "Notes…" If topics were mentioned in "Notes…" but not addressed in the meeting of Nov. 28, those topics are shown in **BLUE** below – that way all the "feedback" from mid-November is part of the public record.

Members present: Jim Alexander, Ken Krahn, Donna Rozar, Kris Keogh, Shirley Mook, Jim Schmidt

Also present: Joanne Ampe, Doug Barnes, Lori Belongia, Jean Doty, David Drews

---

Meeting called to order at 6:30 pm.

Krahn made a motion to approve the minutes of the D&A Subcom meetings on Oct. 10, 2012, and Oct. 25, 2012.
Rozar seconded. Motion passed.

No changes to Agenda.

No Public Comments.

Work session with architects:

Drews showed revised drawings of Library & Community Center Project based on the feedback received on Nov. 18, 2012.
Presentation & accompanying discussion covered the following: (1. New Library 2. Link 3. Community Center)

1. New Library

Idea & Site:
+ Mentioned location for dumpster, generator, storage of "shed" equipment requiring 150-200 sf – not resolved.
+ Signage options
+ Truck access to NE receiving – tight; concern for safety of parked cars.
+ Bike parking location ?

Structure & Form/Massing:
+ NW corner reflecting South façade of existing Library – with single-slope roof
+ Placement of possible solar panels?
+ Possible expansion up – structured for that?

General Functional & Spatial Requirements: (other than 1st & 2nd floor plans below)
+ Recommend that keep HVAC within building envelope.
Marshfield Fire Station is that way and it works very well.
Architects say most clients prefer having within. Can provide "testaments" if necessary.
+ Water fountain locations?
+ Identify tornado shelter area(s). (Some Library staff have concerns about this.)

First floor plan:
+ Children's - Total area now @ 6252 sf + family restroom. (Requested 5000 sf)
- 2 alternate plans for Program Area – dif sf
- Need sinks in **both** "Program" and "Work Room."
+ Tech Serv - @ 1020 sf requested 1000 sf Also need 100 sf for "sorting donations" (up to 2 weeks)
= Need sink - @ north end

+ Circ Wk - @ 995 requested 740 sf + FOMPL needs permanent work space/storage
= Possible expansion of area into NE corner of "Link" area (see "Link" below)
= Exterior book drop – size – noise ?

+ NE Entry - Staff mail boxes & lockers - unresolved (See "Break" on 2nd floor)
+ Snacks mach./ coffee location - unresolved
+ FOMPL sales location - unresolved
+ Cow *(Computers on Wheels)* storage, where??
+ Placement of permanent public computer stations? (300 ft max ether net runs preferable)

Second floor:
+ Central area more open with 3 "Study" & 2 offices along N wall & "Genealogy" along W.
+ Half wall/half window for 3 "Study" & 2 offices along N wall – line of site important
+ Placement of Public Service Center? – line of site
+ Possible alternate arrangements in Business/Director Office - maximize sf for Business & Volunteer Coordinator
+ Possible fireplace locations
+ Placement of permanent public computer stations? (300 ft max ether net runs preferable)
+ Break room - mail boxes & lockers - unresolved (here or @ Staff Entry on 1st)
+ Water fountain locations?

Façade – Materials – Aesthetics:
+ Glass along top of walls for max natural light.
+ Prefer stone rather than red brick.
+ Max. glass (along w/ louvers) on west gable (adjacent to HVAC)
+ Discussed glass cleaning

2. Link

Idea & Site:
+ Visibility & "presence" of "Entry" - for **pedestrians**
+ Landscape for "pedestrian" entry from SW.

Structure & Form/Massing:
+ A taller element now – more visible. @ 1.5 stories
+ Discussed possibilities – not resolved.

First floor plan:
+ Possible changes – filling in NW corner – whether as part of "Link" or part of "Circulation Work" - ?
+ No Restroom within
+ Exit locations to S and W.

Façade – Materials – Aesthetics:
+ Materials as glass primarily and stone.
+ Covered entries - canopy options?

3. Community Center

Idea & Site:
+ Mentioned location of any necessary outdoor needs: generator? storage "shed"? - not resolved.
+ Bike location?

First floor plan:
+ Possibility of having a shared large meeting room in NW corner. Possible need for additional Restroom?
+ Maintain existing entry off 2nd St.
+ Discussed placement of doors into central area meeting rooms (when subdivided)
+ Senior Center -Briefly discussed Senior Center functions
- Possibility of using space along west wall.
- Possibility of having a "wall" of sorts along the west side of the major Senior Center area
– incase want to rent out that major area off hours for other functions/events.

+ ADRC - Can share "conference" room.
- Desire for windows in all/most offices.
- Need for private corridor if in NE corner.
- Alt. location along west wall less desirable.

Basement floor:

+ Library maintenance/storage/work shop people access to elevator - unresolved
  - Need to go thru "Storage & Mechanical Equipment" – which will not be "Library" space
+ Leave Bird display as is
+ Discussed possible remodeling of existing "staff, kitchen, Restroom" area – not resolved
+ Discussed desire of "Historic Group" to have museum. Whether City (or other) willing to sponsor still unknown.

The architects will have revised drawings to Belongia by mid-December. Belongia and Keogh will be available at that time to record feedback. Keogh will notify all concerned as to when and where they can view the revisions. All D&A Subcom members are encouraged to study the revised drawings and give feedback. As are the Library, Senior Center & ADRC staffs.

The next D&A Subcom meeting will be coordinated with when the Fund Raiser will be in town, most likely either January 10 or 11, 2012. Keogh will notify this Subcom when the date, time and location are now.

Meeting adjourned at 8:10 p.m.

Respectfully submitted

Kris Keogh

Just prior to this meeting our Fire Chief, Jim Schmidt, conducted a tour of the Fire Station. Thanks to Jim for offering and guiding the tour. And thanks to those who took advantage of that opportunity.