## **Design and Architecture Subcommittee**

Minutes of February 6, 2013 meeting Beebee Forum Room, Library

The January 09, 2013, meeting focused exclusively on the New Library. Therefore in the minutes of this meeting **regarding the**Community Center, if topics were mentioned in the 12/30/12 "Feedback" sessions held the last 2 weeks in December, 2012, but were not addressed at this meeting, those topics are shown in **BLUE** below – that way all the "feedback" from late -December 2012 is part of the public record. (The "Feedback" of 12/30/12 regarding the New Library was part of the discussion at the January 09, 2013, meeting.)

[The feedback in Dec. 2012 came from D&A Subcom members, Library & Community Center Committee (LC<sup>3</sup>) members, ADRC, FOMPL, the Library Board, the Library staff, and the public.]

\_\_\_\_\_

Members present: Jim Alexander Ken Krahn Kathy Dietz

Kris Keogh Shirley Mook Donna Rozar

Also present: Joanne Ampe Doug Barnes Lori Belongia Jean Doty Vicki Neumann-Bollow (FOMPL)

Meeting called to order at 6:35 pm.

Krahn made a motion to approve the minutes of the D&A Subcom meeting on Jan. 09, 2013. Mook seconded. Motion passed.

Change in Agenda + Lori gave an update on Brakeley Briscoe upon request at end of meeting.

No Public Comments.

Work session with architect:

Presentation of revised drawings & accompanying discussion covered the following: 1. Com.Ctr 2. Hub 3. New Library

Note: Information on FOMPL is included below: "Com.Ctr - Basement" & "Hub" & "New Library - First Floor"

#### 1. Community Center

- + Dumpster Generator ???
- ? Possible storage for ADRC related to possible future meal delivery? ? Basement?
- + Bike location for SW or 2<sup>nd</sup> St. entry?
- + show ext. landing for existing W emergency exit on plans (unless there will not be any)

### **Basement Level – North Storage:**

```
+ FOMPL + (see under "New Lib" for FOMPL "Sales" & book donation sorting)
```

+ "Twice Sold Tales" + storage - currently approx. 1000 sf - could be less if "Sales" is successful

+ up to 900 boxes – could be less in future if "Sales" is successful

+ separate from dust of "Work Shop"

+ Library storage + as necessary + get total sq. footage

+ Mechanical + remain in current area West end; updated as required + ducts on East end?

+ Work Shop + remain in current area; updated w/required ventilation

+ ? same size or larger – will other entities besides Library use ?

# Basement Level - Beebee Forum Room & Pre-Function space:

+ Beebee Room + reduce in size & use pre-function as additional "meeting space" if necessary

+ moveable wall, not a permanent one - if reduce size of Beebee (see "FOMPL" directly below)

+ stage as is or reduced in size

+ **FOMPL** + yearly "Twice Sold Tales" sale (or maybe bi-annual)

+ use Beebee Forum Room (close to TST storage)

+ recommend a "moveable wall" if Beebee Forum reduced in size so full space can be used for "TST" as in past.

+ Bird display stays as is

+? placement of "eggs"

## **Basement Level - SW Area:**

```
+ Existing IT / Children's work & Book Repair / Storage (labeled "Storage and Mech. Equipment" on drawings)
                          + current Children's work area approx.. 270 sf - relocate to New Library
                          + corridor thru this area - from elevator to corridor along North Storage
                                                                       + ? storage (possible "Cubical" storage)
                          + space along new corridor to East
                                                                       +? whether air handling equip. stays or not?
                                                                       + undetermined
                          + space along new corridor to West
+ Janitorial closet
+ Kitchen
                          + update / expand into existing "Support/break Room" space ? size ?
                          +? as part of Kitchen or near?
                                                              ADRC requested "shared break room"
+ Staff break
+ "Boiler" space remains as HVAC space
                                                              updated as required
+ Coats
+ Restrooms
                          + update & enlarge as necessary
Basement Level - SE Area:
+ Possible Historic Museum
+? ductwork, etc. - sump?
Main Level - General:
+ idea being
                 + keep central area as open and flexible as possible + <u>flexibility</u> in use of space now & <u>future</u>
                                                                                + minimize need to remodel in future
                                                                       + natural light, visually open
                                                                       + use of full central space for special events
                                                                       + multi-purpose spaces when possible
                                                              + storage, restrooms, etc.
                 + share spaces/needs when possible
                 + storage as "cabinetry" rather than "rooms" when possible (less sf for walking/doors; more for use)
+ Move shown "NW meeting" to South of "Rental Suite"
                                                                                        + possible shared meeting
                                                              + in new location
                                                                                        + possible storage (? for Sen Ctr?)
+ Central Shared Meeting
                                   + moveable walls along south side also - open full central area to events as needed
                                   + place doors toward center of N & S walls rather than @ corners (traffic, flex. for other spaces)
                                   + counter & cabinet storage along east & west <u>lower walls</u>
                                   + glass in gabled areas – natural light, maintain general open character of space
                                   + material of ADRC hallway – privacy for clients – some natural light good (translucent glass?)
                                                  Glass clerestory, i.e., on both East and West walls if possible
                                   + use for Voting as necessary
+ Restrooms & Janitorial
                                   + enlarge and update as necessary
                                   + house within space east of /adjacent to West stairs
+ Reception (Sen.Ctr & CC share?)
                                   + pull back corridor wall of "pool room" slightly – give better view to/from reception
+ Interior "Presentation Drawing" for fundraising.
Main Level - Rental Suite - United Way (for now):
                                                              + Move "Rental Suite" North
                                                              + 1500 \text{ to } 1800 \text{ sf} (if Parks/Rec - 1700 \text{ sf})
                                                              + reception -1 work station
                                                                                                  + 3 offices
                                                                                                                 + storage
Main Level – ADRC:
                          + NE corner as shown
+ Offices
                          + 7 @ 10 x 12-15
                                                              + privacy issue
+ Reception
                          + 2 work stations
                          + waiting for approx. 5-6 clients
                          + office supply storage – cabinetry rather than room – along corridor abutting shared meeting rms
+ Dedicated conference
                          + @ 12 or 15 x 15
+ "Loan" storage/closet
                          + 12 or 15 x 15
                                                     +? room necessary or cabinet type storage OK? (wheelchairs)
                                                     + within ADRC Reception, South side
+ ? possible kitchen storage for meal delivery ?
                                                     + maybe in basement?
                                                                                         ? 10 x 12
+ Co-ed restroom
                          + add @ south end of offices
                                                              + possible future use by Senior Center or other entity
                                                              + H20 @ kitchen / over full basement
+ Entry
                          + shorten distance as much as possible thru Hub – given grade difference (see "Hub" below)
+ Share larger meeting rooms
+ Parking for 6-7staff – 2-3 clients
                                                     + handicap as shown OK
+ material of ADRC hallway - privacy for clients - some natural light good (translucent glass upper part?) ie., clerestory
```

```
Main Level – Senior Center: (using current "name" for these functions/purpose for now – rename as necessary)
        + General open central area
                                           + if partial wall along west side of "High Ceiling" space – length? Material? (glass?
                                                                translucent, partial height, etc.) i.e., @ Maple entry
        + Craft/foot care
                                           + in existing "Gen meeting room" w/ sink
                                           + room between restrooms and West stairs
        + Pool
                                           + add at North end between North entry and ADRC
        + Exercise
                                           + use central "shared meeting rooms" as necessary
        + Cards
                                           + use current "Com/Social Space"
        + Storage
                                                                                      +? or in area just north of west stairs?
                                                                                      + see also "Basement Level – SW Area)
                                           + add serving counter on west end – opened to Sen Ctr
        + Kitchen
                                           + door from "side entry" (delivery noise)
        + Computers
                                           + use moveable work stations
        + East delivery
                                           + place between Kitchen and Storage
        + Reception
                                           +? same as "Main Level – General" above?
                                                                                               i.e., "shared" w/CC?
2. Hub + Adjust entry to ADRC so is as straight and direct as possible given grade difference
        + Interior book drop for Library - move to "Circ Serv" wall within Library or to "Patron Service Center"
        + Glass display for "FOMPL Sales"
        + Covered entry @ NE - permanent portico
                 + do not want covers for entries to look "tacked on"
                                           + covered entries in keeping with simple dignity of existing building & New Library
                                           + relationship between "green roof" & covered Hub entry @ NE?
3. New Library
                         + Sign on NW corner "Presentation Drawing" will not be on angle as shown.
        Idea & Site:
                          + Bike parking SW?
                         + Generator ?
                          + Sustainability + Lib.& Com.Ctr. Project on Agenda for Sustainable Marshfield Committee on 02/12/13
                                           + Try to have SMC person at next D&A meeting
                                           + Discussed possible placement solar panels; gable roof slope & NW corner angled roof
                                           + Discussed possibility of permeable parking surfaces - cost an issue
                                           + Green Roof
                                                            + composition of
                                                            + possible include roof above Children's/Geneology - New Library
                                                                     + w/access from HVAC level
                                                            + show access to "green roof" on South and East areas
        Structure & Form/Massing:
                                           + Possible expansion up – structured for that?
                                           + (see above "Hub – Covered entry @ NE")
        Façade - Materials - Aesthetics:
                 + Will use sun grilles/shading devices as necessary. (This will also add some "horizontal character" to facades.)
                 + White rubber roofing - reduce heat gain
                 + Remove small windows & West emerg. exit within vertical stone slabs as shown on West façade "Pres. Drawing"
                 + emerg. exit on West within glassed area - not within stone
        General Functional & Spatial Requirements: (other than 1<sup>st</sup> & 2<sup>nd</sup> floor plans below)
        First floor plan:
        + Children's
                                  + Increase size on Workroom in New Library if possible
                                           + area now used in existing basement is approx.. 270 sf
                                           + Volunteers also want to use
        + Circ Serv (Work)
                                  + move interior book drop to Circ Serv wall or to PSC
        + Entry to Library area
                                  + need to resolve location of drink/snack/coffee
                                  + FOMPL
                                                   (see next page)
```

# + FOMPL

+ "Sales" + sf as shown includes "Sales" plus some work/storage area

+10 x 10 min. for "Sales" - 5 ft. shelves on 3 walls

- + idea increase daily bk. sales so can hopefully cut size of "Twice Sold Tales" storage
- + as shown on floor plan, looks good for size and placement
- + "show window" in Hub good

+ "Donations"

- + as shown on floor plans, @ Receiving & sorting process in Tech Serv
- + Books to sell immediately go to "Sales"
- + Library staff to take "Twice Sold Tales" books to storage in existing basement

The architects will make revisions to the drawings presented at this meeting as instructed.

The architects will **provide updated drawings of New Library part of the Project** (revised as per D&A meeting on 01/09/13) to accompany the D&A Subcom "Recommendation" regarding the New Library, which will be given to the Lib. & Com.Ctr. Committee at its meeting on Feb. 11, 2013.

At next D&A Subcom meeting with architects will begin more focused work on

+ Interiors

+ Sustainability

Next D&A Subcom meeting will be in first part of March to coordinate with Brakeley Briscoe visit if possible. Keogh will contact members as to best date and time. March 7 @ 7pm is preferred by those present at this meeting. Place of meeting to be determined.

Meeting adjourned at 7:55 p.m.

Respectfully submitted

Kris Keogh