

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – LRP/Architect/CM WORK SESSION

Date: 11/8/12 **Time:** 6:05-9:05 PM

Attendees: Scott Campbell, Melissa Prefontaine, Steve Bush, Gup Knox, Jack O'Reilly, Theresa Tomlinson, Grace Simms, Ron Lamarre, Jeff Parks

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	F/U Needed	Key Contact
Voting Day	Discussed feedback and questions received from handouts distributed at Town Hall on voting day.	–	
Building Assessment	<p>Building was evaluated on Wednesday by Jeff Nawrocki (engineer) and Jeff Parks (Construction Manager). Findings include:</p> <ul style="list-style-type: none"> • Rot in basement- on joist ends, perimeter of basement • Building/front wall not sinking (as previously thought by architect/engineer consultant that evaluated building last year) • Water infiltration around the building- also wicking from bricks • Main support beam in basement is rotting • There are several structural cracks in support beam in the attic- will require steel beams to replace support • The weight of the stacks of the books in the attic over the years has pulled on support beams and roof, causing the walls to push out. The attic was not built to support the weight of the items that are currently in the attic. The engineer reports that it is critical to move the books/boxes out of the attic as soon as possible. <p>In terms of the attic:</p> <ul style="list-style-type: none"> • Scott reports that from discussions with previous residents/trustees, the current books/stacks in the attic have been there for decades. • Because of the need for steel supports and the damage to the attic/walls, the attic will not be a useable space for anything other than light storage and maybe a few people and table. • Discussed where to move the items from the attic to- not sure if items are 	F/U on collections in attic	Scott

	<p>antiques, valuable, or moisture sensitive.</p> <ul style="list-style-type: none"> • Scott contacted the Athenaeum, UNH Special Collections Department, and the New England Document Preservation company in Andover- all organizations to come and assess items in attic to determine historical significance, worth, and care needs. Once the collection has been assessed and weeded out accordingly, we will work on relocating to an acceptable location. 		
Building design	<p>Ron provided another concept, based on feedback from the last meeting. Reviewed 2 1-story concepts that are both linear in nature, off the left side of the existing building (looking at the library from the road). The intent is to create a space that utilizes passive solar, is economical to operate, allows for no change in current staffing, has sight lines to all areas of the library, provides separate spaces for quiet activities, research, group activities, and age-separated spaces. Spent time discussing newest concept design that is a linear addition that essentially runs front to back on the left of the Library. Discussed advantages of this design: better use of space with less “empty space”, better use of passive solar with less trees to be removed on property, addition does not “compete” with the grandeur of the existing library, the view coming up to the library is more “subtle” and allows the existing library to remain the focal point, design allows better flow in less square footage (very lean, with no extras). Discussed adding small basement area- more cost effective for mechanicals than multiple small holes from existing basement to addition. Discussed need to have Fire Chief at upcoming meeting to discuss fire suppression needs.</p> <p><i>Motion made by Steve to select and proceed with newly adapted “Plan B” and for Ron to use this concept going forward to develop the overall design. Seconded by Melissa. Vote: unanimously accepted.</i></p>	Invite Chief Sylvia to meeting	Melissa/Scott
Trees/Property	<p>It was brought to our attention by the Selectmen that the Library is responsible for the area around the Library- 100 feet from the sides and front of building and 150 feet from the back of the building (to the stone wall). Additionally, it was reported that the area surrounding the library property is not part of the Town Forest. In terms of the property maintained by the library, this was voted upon (and subsequently deeded to the library) at an annual Town Meeting in 1949 and recorded in the annual report- Theresa was able to find a copy at the Town Hall and read aloud, confirming the 100-150 feet parameters. It was discussed that although the trees on the property are not part of the Town Forest, planning will include creating some type of usage of salvageable wood. Jack reports that there is already a large supply of wood from previous cuttings on the property that is being stored at the Carriage House and that we may be able to use that for an addition if it comes to fruition. Scott had an arborist evaluate the trees surround the existing library (last week)- many are dead, damaged, rotten, or unstable.</p>	-	

	Scott recorded the encounter to aid in future identification of trees that need to be removed, regardless of any building plans.		
Financials	Discussed potential costs of repairing existing library structure, addition, "soft costs" (CM, Architect, equipment, furniture, technology). Discussed initial plan for fundraising- trustees attending meeting next week hosted by Epping and Terry Knowles. Jack spoke of typical parameters of a bond and potential assistance from Town. Jeff and Ron working on a GMP (guaranteed maximum price) to be presented as a warrant for 2013.	-	
Public meeting	Discussed materials to present at public meeting. Ron to prepare visual aids of building concept. Will tape out larger areas on floor to aid in visualization of space.	-	
Attic tour	Jeff showed the trustees some of the previously unknown structural issues in the attic. Some of the beams are cracked completely through and there is evidence of a newer crack. Discussed potential recent damage from the earthquake.	-	
Scheduled meetings	<p>LRP/Architect/CM: (changed to Tuesdays) November 13th @ 6PM</p> <p>Fundraising meeting: @ Epping, Wednesday, November 14th @ 6:30 (for trustees)</p> <p>Public Meeting: @ Town Hall, Saturday, November 17th @ 2 PM</p> <p>NO MEETINGS THE WEEK OF THANKSGIVING</p> <p>Business Meeting: Monday, November 26th @ 6 PM (budget)</p> <p>LRP/Architect/CM: Tuesday, November 27th @ 6 PM</p> <p>Budget meeting with Selectmen: Monday, December 3rd @ 6:30 PM</p> <p>Budget meeting with Budget Committee: Wednesday, December 12th @ 7:00 PM</p>	Post	Scott