



75 York Street  
Portland, Maine 04101  
phone 207 772 4656  
fax 207 828 4656  
www.simonsarchitects.com

## MEETING MINUTES: Schematic Design Meeting #2

**date:** Friday, December 10, 2021, 3:30pm  
**project:** Scarborough Public Library, 2021-0070  
**location:** Public Meeting Room, Scarborough Public Library

**To:**

Nancy Crowell	Director, Scarborough Public Library
Susan Powell	Vice Pres. of Trustees, SPL
Bill Donovan	Pres. of Trustees, SPL
Catherine Morrison	Asst. Director/Adult Svcs Mgr., SPL
Mike Windsor	Circ. Mgr, SPL
Allen Paul	SPL Trustee
Louise Capizzo	Youth Services
Peter Hatem	BEC Member
Lucy Norvell	Coordinator of Prog. + Comm, SPL. (via Zoom)
Tom Corbett	Systems Libr., SPL (via Zoom)
Betty Perry	FOSL (via Zoom)

**prepared by:** Kayla Caron Simons Architects  
**CC:** Sam Mellecker Simons Architects  
Austin Smith Simons Architects  
Chris Berry Simons Architects

**meeting title:** Meeting Number #2 of 3 (BEC)

### 1. Meeting Goals

- A. Review Schedule
- B. Priority Information: Preparation for Pricing Exercise
  - 1. Review preferred floor plan
  - 2. Review preferred massing approach
- C. Community Outreach + Garnering Support

### 2. Floor Plan Revisions

- A. Revisions based on feedback. Walk through options 1 and 2
- B. Committee Feedback included:
  - 1. Louise prefers that the toilet is not near the Youth Service desk- it blocks sightlines
  - 2. Teen entry is too large, slide things up, make children's entry more generous with stroller parking
  - 3. Youth Services desk will have 2 people seated there
  - 4. Swap location of teens toilet with small meeting room next to jan. closet.
  - 5. Swap Friends office from exterior window to interior facing office since it is not always occupied

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**date:** 12/14/21

6. Discussion about how to deal with book donations in the future- patron education, set-up a system that does not clutter up the lobby/atrium/vestibule. Donation drop off ranges from bulk to singular books.
7. Discussion to clarify function of atrium after-hours. Committee expressed desire that atrium, vestibule, open stair, gang restrooms, and potentially small meeting rooms could be accessed after hours. Future discussions about door hardware for these spaces, but for now, assume card-access.
8. Louise noted the open stair location was problematic for children curious to go up, too close to children's entrance. Solution to address this- enter stair from left side, make small half height "wall" or gate that could potentially be used for signage to deter from kids running up the stair.
9. Limited discussion about enclosing the small exterior patio space towards Green Needle Drive. It was determined we would leave this as shown. But, on level 2, preserve the ability to enclose some of the open atrium space for potential future expansion opportunities.
10. For any gates at the restrooms on level 1, reducing the need for manual operation is desired. Suggestion of a pocket door instead of gate was well received. Doors preferred over roll down gates.
11. Restroom Discussion
  1. Happy with having gang restrooms on the first floor with a unisex option.
  2. If there is a way to make the gang restrooms identical, so that the gender assigned can be adjusted at any time, that would be preferable.
12. Drive through discussion
  1. Drive through vs. drop-off, will this post be staffed all the time, or would it be drop-off only?
  2. Curbside services: at this point, only a handful of folks continue to use curbside services on a monthly basis.
  3. Group was worried about the overlap of large truck drop off/deliveries crossing with patron book drop-off; potential safety issues
  4. There was little support for the drive through drop-off
  5. Nancy is still interested in the pricing of the drive through drop-off just to have the information if the public asks in the future
  6. Nancy is also interested in the pricing for automatic return system
  7. Desire for heated entry plaza to melt snow/ice. This would make an external book drop easier to empty with a cart.
13. Preference for restrooms rotated 90 degrees- at this time, maintain gang restrooms, with family room and single user options will remain elsewhere in library. This cuts into the fiction collection a bit, but the collection space is open and capable of great flexibility. In future design phases, shelving types and counts will be important.
14. Second floor public meeting space currently seats 176 people
15. On second floor, Tom requested that one of the staff offices open into the corridor

### 3. Massing Studies, Materials, Sustainability

1. Questions about cost of roof forms- gable would be more expensive, but other 2 options are a wash at this point.
2. Group reacted positively to warmth of mass timber and story for sustainability.
3. Mechanical- could be located on rooftop, or in mechanical screening/penthouse- note that neighbors would be concerned about views/additional noise/vibrations. It was noted that existing mechanical will need to be replaced in the next phase as well.
4. A generator is necessary for this project and should be priced accordingly
5. PV array is desirable on the expansion
6. Resiliency is an important talking point- both from an environmental standpoint as well as being able to better withstand the pandemic.
7. Tom has put updated information onto the expansion.scarboroughlibrary.org site.

### 4. Next Steps

1. SPL is moving forward with Demont on their next stage fundraising discussions along with an outside funding group. This will be a 6-month non-public effort.
2. Board meeting on Monday, SA to share presentation ASAP.

3. SA will await feedback on the plans as well as massing studies before moving forward on revisions.
4. Once comments are in hand on general plan and massing approach, SA will reach out to consultants and cost estimator to begin work to support the conceptual budget exercise.
5. **Next Meeting Date & Time:** Meet in the New Year, time TBD based on when there is preliminary information to share from cost estimator, consultants.