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MEETING MINUTES: Schematic Design Meeting #3: Progress Update

date: Friday, February 11, 2022, 3:30pm
project: Scarborough Public Library, 2021-0070
location: Zoom

To: Nancy Crowell Director, Scarborough Public Library
Susan Powell Vice Pres. of Trustees, SPL
Bill Donovan Pres. of Trustees, SPL

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

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

1. Meeting Goals

- A. Review Progress since our last check-in
- B. Strategize for upcoming Town Council Meeting

2. Progress Review

- A. Group reviewed Package shared with PCM
 - 1. Nancy noted on the Demo plans, the recessed Children's area will need to be considered- filled in- provide for this in DD cost estimate.
 - 2. Touch base with Ian to verify new/existing RTU capabilities, Nancy understands that it may be on its last legs.
- B. Floor Plan Comments
 - 1. Some edits will be made to the children's service desk configuration, as well as the location of furniture with the new structural grid that has recently been overlaid Teen entry is too large, slide things up, make children's entry more generous with stroller parking
 - 2. Considerations for the next phase of design:
 - 1. Overlay Anders Dahlgren's programming information for seating counts, shelving counts, and the like to be sure enough space is held for each area. Be sure there is enough money to cover the shelving cost (steel shelving).
 - 2. Would be interested in the potential to have a door from the first floor activity room directly outside to make it a programmable exterior space.
 - 3. Loads for second floor space should be sized with flexibility in mind. While the activity room and public meeting room space are currently for assembly, the future use could have them for archive storage, heavier crafting equipment, grand piano for music performances, etc.

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date: 2/15/22

4. Would like to consider a larger elevator for grand piano moving. Also consider machine-room-less model (a great deal more expensive), but this would give us some more space in the children's area. Corner storage room in children's space to become a small meeting room/sensory room.
 5. Would like for fire lane to blend into the landscape as much as possible. Don't want asphalt paving.
 6. Teens meeting room- potential windows into the teens space so they are always visible. Also, potential doors from the teen space in addition to the doors from the atrium.
 7. Large windows- consider privacy film/glazing into back of house work spaces that will likely be messy/processing rooms.
3. Rendering Comments
- A. Exterior Rendering
 1. Look at more space between entrance columns
 2. Benches out front
 - B. Interior Rendering
 1. Preferences for Options 1 and 2 (1 is most-favored)
 2. Doors between atrium and adult/existing library should be open and welcoming in rendering- default to open configuration here
 3. Access to lighting for bulb changing is important, as well as locations and ability to hang and rotate artwork/exhibits without special equipment (lifts, etc.).
 4. Area where hold shelving is shown in rendering could be that or community bulletin board space, or display case.
4. Town Council Presentation
- A. Notes on abbreviated package for Town Council Meeting
 1. Must keep it brief and focused, limited amount of time, ballpark 4-5 slides.
 2. Rather than Gantt chart, write out the timelines.
 3. Provide a page of bullet items to share overall progress to date.
 4. Include interior and exterior rendering images.