

**Keene Library Annex Advisory Committee Meeting  
November 5, 2014**

**Present:** Sally Miller, Chair, Nancy Vincent, Jennifer Bone, Jill Cielinski, Paul Henkel, Ken Jue, Paul Ledell, Carlotta Pini, Jane Pitts, Judy Putnam, Sean Wiley, admin support. Jeff Hoover, guest.

**Minutes of October 29 meeting:** A motion to accept the minutes as written was made and seconded and passed unanimously.

**Update from Architect Jeff Hoover**

Jeff gave the committee a detailed account of what he's been doing, and what is next for him.

He had spent part of the morning learning more about the buildings during a Buildings and Grounds Committee meeting. He also said the smaller meetings he's had with staff have broadened his understanding of programming and space needs for the various library constituencies.

Jeff's general assessment of needs:

- Teens are not well accommodated. Their corner in the downstairs stacks feels more taken over than provided.
- Small groups need more spaces for meeting. Also spaces for just one (telephone booth space) or two people to be able to meet in quiet are lacking. A/V is not well accommodated in terms of both storage and implementation.
- While the reference collection is decreasing, freeing up space for other things, the rest of the collection remains stable, thought weeding and acquisitions. Still unknown, but important in the longer term is the impact of more use of digital media.
- We should consider having some staff space in the annex, with the possibility of some portion of that building open all 65 hours per week. If some staff moves there, space is freed up in the main building for other uses.
- Teens might have multiple spaces, in each building. Some spaces could be available at different times, some all hours, others only after school and on Saturdays.
- None of the book collection will be in the annex.

**Building Systems**

- Everything in the Annex needs to be replaced.
- HVAC in the main building: boiler and distribution are still in good shape. Cooling components (condensing units) are ready for replacement. Dampers for the 19 zones need to be replaced so as to fix the inefficiencies in the system.

- Electric services need seeing to. We will need to determine whether a single service for both buildings is best, or whether it makes sense to bring in a separate electrical service for the annex.
- Current conditions drawings and 3D models are complete. This allows a comprehensive understanding of the buildings so as to know how to change them to suit the emerging understanding of programming and space needs.
- Horizontal and vertical circulation of people to spaces and programs will be studied.
- Stairs and elevators require a lot of space. One or both might be housed outside the existing Annex footprint so as to impinge the least on interior space.

### Next Steps

- Working in specific detail with the Heritage Commission and the Historic District Commission, the latter of which has a role in the final approval, will be best left until we have the construction documents at something like 80% complete. They will want to sign off on real implementation rather than general principles.
- Jeff is close to being able to release an existing conditions report, including rough pricing of various repair options. He will have proposals for necessary versus optional or deferred maintenance items.
- He feels that a few highly visible targeted improvements are better than spreading money across small improvements to a wide array of smaller projects. The wow factor of the new and the contrast when juxtaposed with the existing can lead to conversations on the order of, "Have you seen our plans for X?"
- Figuring how best to accommodate the book sale will be important. Longer term sorting and storage versus the sale itself. How much do books need to be moved?
- Making the basement of the mansion portion of the Annex into public space might be difficult to accomplish. There are ways to perhaps mitigate the low ceilings with an airy staircase leading to reading/gathering places. Supervision becomes a concern.

### Committee Discussion

Judy: Might the Darien Library's staff perches serve as a model for coverage in the Annex?

Nancy: We need to focus on what we're going to do in the Annex, and then figure out space answers to staff needs.

Jeff: Perhaps the teen librarian would be 2:30 to closing in the Annex. Or a staff office could be serially occupied, with roaming staff providing supervision. A design allowing for open sight lines will be important to make all feel secure.

Jeff visited Keene State's library and was able to observe things that worked well and other things that could use improvement. It is important not just to provide services and technology, but also to make them visible and to stand ready to train users. The maker space in Westport was a good example of something being both visible and supported.

Ken: There are three facilities currently serving teens: middle school, high school, and KPL. There is foundation money available, and the high school is the only one currently taking advantage of it. Heberton provides an opportunity for teen expansion, and for school-library collaboration.

Jeff: Library can offer non-structured gathering for teens. Can also be, with collaboration, more formal, school-related gatherings if that were wanted. The key, from an architect's perspective, is to create the space for gathering.

Sally: The visioning sessions brought out such ideas about after-hours teen space, school cooperation, etc.

Carlotta: The Rec Center is another potential collaborator.

Paul Henkel: Video production and editing has been discussed, and could be applied to any subject matter in school. Build on the Cheshire TV presence.

Jeff: Maybe audio and video production is a main focus of the maker space is at KPL.

### **Second Public Presentation**

Judy spoke for the Fundraising Committee about the desire to offer a tour-presentation-tour event identical to the first one, so as to attract key stakeholders who were not able to attend the first.

The committee will explore Sunday, December 7, starting in the afternoon in order not to impinge on dinner time.

### **Summary of Tappé Current and Future Work**

Current Scope of Work: Programming Analysis; Existing Condition Analysis; Conceptual Design. Mid-January, at the end of the Conceptual Design phase, will bring a rough idea of costs and detailed conceptual sketches.

Future Scope of Work: Schematic Design (2 months; cost estimate); Design Development (3 months; "nailed down" costs); Construction Documents; Bid; Construction Administration.

A **motion** to adjourn the meeting was made and duly seconded and passed unanimously. **The next meeting will be November 19.**

Respectfully submitted,  
Sean Wiley