

December 5, 2011

Meeting Minutes

Project: Longwood Public Library
Location: Longwood Public Library Meeting Room
Meeting Date: December 2, 2011
Meeting Time: 3:00 p.m.

Attendees:

Suzanne Johnson, Library Director (SJ)
Juliana Podd, Assistant Library Director (JP)
Dave Clemens, Director Emeritus (DC)
Jennifer Bollerman, Adult Services (JB)
Kim Giery, Children's Services (KG)
Nicole Turzillo, Technical Services (NT)
Tracee Ugenti, Circulation Department (TU)
Vincent Rodgers, Custodial Department (VR)
Katherine Soscia, Board of Trustee (KS)
Frank X. Craine, AIA, LEED AP (FC)
Peter A. Gisolfi, AIA, ASLA, LEED AP (PG)
Bob Viola, Sand Pebble Builders (BV)
Chic Voorhis, Nelson Pope Voorhis, LLC (CV)
Gerry Rosen, P.W. Grosser Consulting (GR)

Non-Attendees:

Jan Miller, Y.A. Services (JM)
Chris Hanley, Board of Trustee (CH)

Items Discussed:

I. Corrections to previous Minutes of Meeting, dated November 28, 2011.

Under A. General Comments, Item No. 8: **There should be a copier machine on one floor and a copy center on the other. The preferred location for the copy center is on the first floor, but it is not mandatory.**

Under C. Information Commons, Item No. 3: **A patron service point is required near the public computer area. The final determination for the location of this space has not been decided by the library.**

Under D. Adult Library, Item No. 4: **The library prefers that the periodical area be located on the first floor along the south facing wall.**

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Under E. Children's Library, Item No. 1: Children's librarian office should be located to the side of the Children's Room entrance, not directly behind the children's **reference** desk.

Under E. Children's Library, Item No. 3: **The story room will be designed for story hour only, not as an expansion of the craft room.**

II. **Conceptual Plan Overview-** PGA reviewed the site plan and plan concepts A-1 and A-2 with the group and the following comments were made.

Scheme A1 -This scheme removes the mezzanine to create a double height space to the south and a two story addition to the west. The approximate area of the overall library is 44,866 sf.

Scheme A2 -This scheme retains the mezzanine, expands the mezzanine area slightly to the south, and creates a new two story addition to the west. The approximate area of the overall library is 45,860 sf.

A. General Comments

1. (GR) will send PGA as-built cadd files for the existing septic system to confirm that the new addition will not impact it. There is a 5' setback requirement from a slab on grade to below grade septic system.
2. (GR) & (CV) mentioned that the water table is approximately 5-6' below grade at elevation 62.0'. (DC) stated a monitoring well was installed for a previous project on the west side of the building. Everyone agreed that it would be prudent to monitor this well over a period of time to ascertain the current elevation of the water table.
3. There will not be a café in the library; there may be a pantry space near the community room with a sink and microwave.
4. (SJ) mentioned that a new elevator will be required in the new addition for ease of traveling to the second floor.
5. (BV) identified that the logistics of constructing the new addition will be challenging given the size of the site and setbacks requirements for not disturbing vegetation on the site.

6. PGA described a potential HVAC scenario. It would be a combination of a gas-fired high efficiency condensing boiler with an air cooled chiller. An interior mechanical room would be constructed versus exterior rooftop mechanical units. Air would be delivered via ducts located below the first floor slab on grade feeding up, and from ductwork in the attic feeding down to the 2nd floor. This will help in minimizing the thickness of the space above the ceiling, thereby, maximizing the ceiling heights for each floor. Further investigation of this system is required with the mechanical engineer. An initial MEP Report was distributed by Sand Pebble today and will be reviewed by the design team before the next meeting.
7. (BV) and (DC) were in favor of removing the entire mezzanine roof in order to increase the floor to floor height of the new addition. (BV) believes since we are demolishing a portion of the roof in order to accommodate the new addition; there is no real cost benefit to retaining the mezzanine roof and structure versus replacing it with new.
8. (BV) stated he believes the conceptual design plans are capturing the goals set forth during the design charrettes that occurred over the summer.
9. (DC) stated that he was leaning toward Scheme A-2; he still prefers the light wells in the center of the building and pushing out the south wall.

B. Community & Meeting Room Spaces

1. PGA presented a more defined layout for the community room and meeting rooms.
2. Large Community Room
 - a. (SJ) stated that 200 seats as indicated in the Cohen Program is **too large**. The correct number is 150 fixed seats. PGA confirmed that the space indicated on either plan can accommodate 140-145 fixed seats on 4" stepped risers.
 - b. (VR) pointed out that one column will need to be removed in the proposed community room. PGA stated that the plan is to relocate one column to the south wall of the new community room. PGA is currently

investigating the feasibility of this column removal with their structural engineer.

- c. (DC) suggested that the window and building recess at the north wall of the current Children's Room should be removed and made flush with the exterior wall. This would increase the size of the community room and eliminate the perception that there is an entrance along Middle Country Road.
- d. More flat space would be preferred at the front of the room.
- e. PGA confirmed that one row of removable chairs could be installed during performances.
- f. PGA also suggested that the walls of the community room as well as the lobby and adjacent corridor could be utilized as gallery display space.

3. Meeting Rooms

- a. The smaller meeting rooms should include a sink for craft room events.

C. Young Adult Library

- 1. The size of this space should be 1900 sf.
- 2. The program room for this space should be enclosed and accommodate 15 people.

D. Young Adult Library

- 1. (DC) asked if the column spacing could be different so that the rooms are more open for placing furniture and book stacks. PGA mentioned a possible layout could be 15' wide bays at the sides of the room and a 22' wide bay in the center. PGA will investigate this issue further and present possible alternatives at the next meeting.

E. Circulation Area

- 1. PGA will prepare a more detailed plan of the various areas located in and adjacent to the circulation desk and present it at the next meeting.

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**Next Meeting has been scheduled for Tuesday, December 20th at 9:30
am at the Longwood Public Library.**

C: All attendees

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