

Weeks Public Library  
Trustees' Meeting - Minutes  
Tuesday, June 30, 2015

Present: Director, D. Grimse; Trustees: D. Rockefeller, M. Willis, B. Henneberry,  
M. McLaughlin; Visitors: Leonard Schwab; Ron Lamarre, Design Principal, of  
Lavallee Brensinger Architects.

Meeting start time: 6:30 p.m.                      Adjourn time: 8:00 p.m.

1. The minutes of the June 9, 2015 meeting were accepted as written.
2. Discussion of future growth of the library with Ron Lamarre
  - A. Mr. Lamarre walked the Trustees through some of the steps which would need to be taken at the beginning of the process of library expansion/construction:
    - Needs Assessment – the 2001 assessment is probably obsolete
    - Community survey
    - Assess current programs, collections (helps justify the addition of square feet)
      - measure collections
      - programs – numbers of people, what programs will be in the future
    - Start the project with a lot of thinking and talking
      - WHY
      - WHAT IF – how do we do this?
    - Have a visioning process with the trustees and then in the community
    - Mr. Lamarre stated that the more people involved, the better the project
  - B. Mr. Lamarre discussed several of the library projects which Lavallee Brensinger had done previously:
    - Newington (Langdon) – kept the existing building and added additional square feet
    - Kingston – built a brand new facility
    - Atkinson (Kimball) – restored the original house, knocked down an addition
  - C. Mr. Lamarre discussed some of the things Lavallee Brensinger does in the process of design, promotion, etc.:
    - Use 3D software
    - Use lots of social media
    - Do mailers, use taglines
    - Assist with fundraising
    - Are present at community events to raise community awareness, interest, support (use rendering with 3D floor plan)
    - For previous project created a postcard which was sent out and invited people to come talk.

D. In answering questions Mr. Lamarre stated:

- Lavallee Brensinger works with Bauen Construction, a relationship that works
- He would be the architect on the project if Lavallee Brensinger is chosen
- The firm is very involved in the construction phase, coming out every week or two to the site, review pay applications
- There is a RSA in New Hampshire which allows government buildings not to comply with set backs
- \$29,000 would be the fee for the concept phase of the work and a additional fee would be negotiated after passage of the proposed project

3. After Mr. Lamarre left B. Henneberry moved that the Trustees request the disbursement of funds in the amount of \$29,000 from the Weeks Library Capital Reserve Fund for the purpose of hiring Lavallee Brensinger Architects for Phase I as described in Ron Lamarre's presentation. MOTION CARRIED

4. D. Rockefeller to make contact with Ron Lamarre. M. Fodero to contact Jim Rolston, Selectman representative to the Library Trustees, regarding the upcoming funds request.

5. The Trustees looked at the library's Mission Statement and decided to revise it. M. Willis will work on appropriate wording and present at the next Trustees meeting.

6. Next Trustees meeting – July 14 at 4:30 p.m.

Respectfully submitted,  
M. McLaughlin, Secretary