

Weeks Public Library  
Trustees' Meeting Minutes  
Monday, August 3, 2015

Present: Director, D. Grimse; Assistant Director, S. MacDonald; Trustees: D. Rockefeller, B. Henneberry, M. Fodero, M. McLaughlin; Visitors: L. Schwab; Chris Blessen and Damian Liddiard, and via conference call, Jeff Hoover, all with Tappe Architects, Inc.

Meeting start time: 4:35 p.m.                      Adjourn time: 6:00 p.m.

1. The meeting was called for the purpose of interviewing Tappe Architects, Inc. (Boston) as a potential architecture firm for an addition to and renovation of the Weeks Public Library. Chris and Damian addressed the list of questions which had been provided to them prior to the meeting.
2. Personnel: Jeff Hoover is a principal with the firm and was described as “a big voice in library planning,” 30+ years of experience; Chris Blessen is their project coordinator and would be the team leader on a project for the Weeks Library, he has worked on projects from 200,000 sq. ft. down to 1,000 to 2,000 sq. ft.; Damian Liddiard is the Director of Design, has been with the firm for 10 years and has a lot of experience with public school design. They stated that a Weeks Library project would get Tappe senior staff.
3. The majority of their work is in K-12 schools and libraries. Jeff stated that he found the type and scale of our project very appealing. Kilton Library in West Lebanon, NH, is the nearest library where they have worked.

Tappe has done over 70 library projects-new, renovation and addition, historic preservation. They are currently working on a project for the Keene Public Library on West Street in Keene, NH.

They stated that they see the Weeks Library project as creating a space for books, PEOPLE and events with the design appropriate to the ages of the users, a sympathetic addition to the existing library and giving consideration for 21<sup>st</sup> century library services.

4. Community input – “getting direction” which is integral to the design process
  - engage user groups
  - charrettes on needs and wants
  - when people are involved they tend to want to support the project \$\$\$
  - would offer to do a “Day at a pub or café” to meet the public, answer questionsGiving direction – advising on what they think the project should be
5. Schedule – a March, 2016 ballot would be possible and they showed what the timing might look like.

6. Design Build project partnerships – they don't often do this
7. Will help with social media; will “come to bat” to work with us to get the project done. At Kilton (West Lebanon) they created a scale design model to have in the library to get people excited.
8. Five (5) phases or levels to the process:
  - The study
  - Schematic design
  - Design development
  - Construction documents (done in concert with the chosen builder)
  - Actual construction
9. There would be a fixed fee thru the design development. They would need from us the square footage increase and the overall budget.
10. A brief discussion followed the Tappe presentation.
11. The minutes of the July 14, 2015 meeting were approved as corrected.
12. Approved the final bill for the exterior painting of the library.
13. Approved the final bill for the roof slate tile repair. Denise will pay the final bill and the Trustees of the Trust Fund will write a check from the Library Emergency Repair Fund to reimburse the library for the full amount of the work.

Respectfully submitted,  
M. McLaughlin, Secretary