

Weeks Public Library
Trustees' Meeting Minutes
Tuesday, August 4, 2015

Present: Director, D. Grimse; Assistant Director, S. MacDonald; Trustees: D. Rockefeller, B. Henneberry, M. Fodero, M. McLaughlin; Visitors: L. Schwab; Scott Simons and Ryan Kanteres of Scott Simons Architects, Portland, ME.
Meeting start time: 4:32 p.m. Adjourn time: 5:50 p.m.

1. The meeting was called for the purpose of interviewing Scott Simons Architects (Portland, ME) as a potential architecture firm for an addition to and renovation of the Weeks Public Library. Scott and Ryan addressed the list of questions which had been provided to them prior to the meeting.
2. Personnel: Scott is the principal and would head a project for us; Ryan is the second in command. They say libraries are growing and see them as “community resource centers – the place to go for meeting, gathering, sharing information”
3. Previous work:
 - They have done extensive work at the Tilton School (Tilton, NH) and the Brewster Academy (Wolfeboro, NH).
 - They have completed 20 library projects and are familiar with our type of project.
 - They have worked on over 50 historic structures.
 - They have 2 net zero LEED platinum building projects.
4. Public engagement – is done as part of the concept design phase
 - Workshops with the community
 - Show different ways to do the project, then narrow to three (3), choose one (1) and then share with the community again.
 - They have built 95% of what has been proposed over the years.
 - They have never had the voters say NO.
5. They:
 - Are willing to try multiple design ideas
 - Are willing to help with fundraising – Tabitha/King Foundation; challenge Grants; Chris Barry in office could help with direction on fundraising
 - Say their clients say they listen well
6. What they see on our site/project – challenges
7. Schedule – March 2016 ballot is doable. They would start after Labor Day. Do a presentation to the selectmen. Scott said “they would become part of the town for a while.” They would push to make sure the design works for everyone – library and towns people.

8. Build design partnership – they would be involved in the selection of the builder and would work closely with it. Bi-weekly meeting during the build phase. Can help with furnishings.
9. Tools for fundraising:
 - Naming opportunities – create a list of spaces, features
 - Development person for our project??? This is something to time with the completion of the schematic design and “after approval.”
10. Fee proposal – 20% of the cost of construction for the schematic design phase.

Respectfully submitted,
M. McLaughlin, Secretary