



WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 | www.weekslibrary.org

Weeks Public Library Trustees' Meeting - Minutes Tuesday, November 29, 2016

Present: Director, D. Grimse; Assistant Director, S. MacDonald; Trustees: D. Rockefeller, M. McLaughlin; Alternate Trustee: S. Jaggars; Guests: Ron Lamarre, Principal, Lavallee Brensinger
Not present: Trustees: K. Mason, J. Dowling; Selectmen's Representative: J. Rolston

Meeting start time: 5:00 p.m. Adjourn time: 6:30 p.m.

1. The purpose of the meeting was to discuss planning for the concept design and necessary steps toward the design and what would come after the concept design is completed. R. Lamarre lead the discussion.
 - a. An associate from Lavallee Brensinger, Scott, has measured the building and is creating drawings of the existing building. D. Grimse provided a site plan drawing, created by Doucet Survey, Inc. (Newmarket) which provided accurate measurements for the Library site. Ron had previously contacted Underwood Engineering, who had created a site plan, but had received no response.
 - b. There was discussion of features of the site which could impact expansion.
 - c. Next steps:
 - 1) Determine the interior spaces of an expanded Library, what they are, where they are. In addition to input from the Trustees, Ron will meet with D. Grimse and S. MacDonald to discuss.
 - 2) Discussed the location of handicapped parking and Library septic, access points to the Library.
 - 3) Ron stated that phasing will be an issue, specifically:
 - a) Create a logistics plan for Library activity/access during construction.
 - b) It may be most prudent to construct the new parking lot first, before building/renovation work begins.
 - c) Ron questioned whether the access driveway could be closed during construction. The Trustees felt the fire department would need to be consulted.
 - d) Discussed future use of the first floor space.
 - d. Possible schedule
 - 1) Timeline for the concept design drawings will be March or April.
 - 2) A tagline needs to be created for the project as a whole which will then be used throughout in presentations for fundraising, meetings with town groups, run up to a ballot vote, etc.

- 3) Fundraising
 - a) The “fund” needs to be named
 - b) Prior to a vote, fundraising efforts would be to secure “pledges”. Ron will help create “sell” sheets.
 - c) Local businesses could be approached to provide “in kind” products instead of a monetary contribution.
- e. Additional items discussed
 - 1) Ron will create an informational flyer which will be distributed prior to the deliberative session, possibly through a mass mailing and a GCS “blast”, which will outline the steps the Trustees have taken since the 2015 town meeting and successful retention of the monies in the Library Capital Reserve Fund.
 - 2) Ron suggested that the Trustees might conduct an exit poll/invitation on the March, 2017, voting day asking whether people would come to a community meeting regarding the future Library. Community meetings would begin when the concept design is complete, with the intent to inform the Greenland citizenry and build support for the project.
 - 3) All Trustees asked to think about a tagline. M. McLaughlin will contact D. Malloy, also.

Respectfully submitted,
M. McLaughlin, Chairman