



# meeting minutes #1 DD

architecture

engineering

management

**project name:** Town of Monterey  
Library Addition

**project no.:** tom-4020

**meeting date:** 11.01.17

**issue date:** 11.06.17

**present:**

Mark Makuc-Library Director, Daniel Pallotta-Project Manager, Robert Todisco-Site Project Manager, Mickey Jervas-Trustee, Lisa Smyle-Trustee, John Higgins-Trustee, Kenn Basler-Selectman, Tim Eagles-edm, Rebecca Tamol-Kay-edm

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**distribution:** Attendees & Monterey Library Board of Trustees

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Kick-Off Meeting for the Design Development Phase of project.

- Introductions

Preliminary Schedule:

- LEED discussion at next meeting, how to obtain Silver status
- Site Permitting will be discussed at next meeting  
*Library Trustees would like Marc Volk to set up a meeting with the Conservation Commission as soon as possible (Dec. CC mtg.) to get their comments and feedback about the project.*
- After Construction Documents are completed a decision will be made on when the project goes out to bid. This will be based on when the money from the MBLC will become available and if the 30 day bid contract can be extended.
- Furniture specification/selection will be undertaken while the project is under construction due to the constant change over in styles, materials and finishes.

Meeting Minutes from MBLC Meeting:

- Remove desktop computers and use laptops that can be checked out for use in the library.
- One desktop can be available for library reference use only.
- Children's Area will have ipads that can be checked out for use in the library.
- Discussion about chairs, tables & lighting in the Multi-Purpose Room will continue at future meetings.
- Single vs. Double doors: Single doors are preferred by group, they feel double doors are not needed because of the size of the library and the amount of daily traffic.
- The group does not want another connection between the MP Room and Library. Due to its size everyone feels that one entry is enough.
- Group Study Room used as the Library Director's Office: The group does not feel the need to have a separate office for the Library Director due to the size of the library and limitations of the staffing during open hours. Compromises may have to be made with the MBLC.
- Revision 1 & 2 show some of the changes, like moving the basement stair for better access between MP Room and Library, but the trade off is less

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space for staff and the adult book section. Drawings will be emailed to everyone, comments and discussion will continue at the next meeting.

Design Development:

- We will work with Marc Volk with the site layout to design a basement entry that is walk-in with no stairs or hatch with close proximity to the parking lot.
- Is the Entry Lobby large enough? Will it fit bulletin board, coat hooks and space for a movable coat rack when needed? Rebecca will get some coat rack sizes and email them to Mark. More discussion at next meeting.
- Where can coat hooks be permanently placed at the entry, in the library and MP room? Can a coat tree be used in the library?

General Discussion:

- Temporary Library Location is being researched. More information will follow at the next meeting.
- Meeting Minutes & Agenda will be sent before the next meeting so everyone has time to review them.

Next meeting:

The next meeting will be Tuesday, November 14<sup>th</sup> at 4 pm in the Library.