

*Griffin Free Public Library*  
**Where Auburn Comes Together**  
**To Discover, Create, Connect and Succeed!**

*Board of Trustees Meeting*  
*February 22, 2022 at 7PM*

**Present:** Nancy Mayland, Chairman; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Dan Szczesny, Director.

**Also Present:** Jason Lacombe, Hope Gardner, Amy Lachance, Val Connolly, Fay& Frank Hanscom, Dan Carpenter, Mary Hrubiec.

Nancy Mayland called the meeting to order at 6:15pm

Jason started by reviewing the 3-step process.

Tonight is our Goal Setting kick off meeting.

Next meeting will be about the site concept: what are the opportunities around putting the building on this site, what will be the procession to enter the building?

April : We'll look at building plan ideas, flowing out of the site ideas.

A challenge is that we have to wait for the march vote to be finalized before SMP can move forward.

A Public session is tentatively set for April 6<sup>th</sup> at 7pm to talk about the goals for the project and hear what people think.

We will also be able to interview and hire a Construction Mgr once the budget is approved. SMP will write an RFQ on behalf of the Trustees, then we interview and decide who to hire. Jason estimates we'll receive 15 bids, each Trustee should review and choose 3 that we like to bring to a meeting so we can pick 3-5. Then SMP will ask for formal proposals (there will be cost) when we will interview the top three candidates. Then we have to decide who to hire, SMP cannot give us input on the hiring decision as that would be an unfair hiring practice.

Three different fees:

- 1) initial budget, attend meetings could be \$5-10K
- 2) work done from getting the budget until we get to design – maybe hourly arrangement lower cost
- 3) then fee for percentage of construction 3.4-6% or higher if a really small project.

SMP does the design and the drawings.

Construction Manager hires subcontractors or has some small crews. They sub out for all the works, people who will “swing the hammers”.

Expansion Hub is the website for all information.

Questions from Patience’s report:

Program room: dividable program room and after hours

1 – children’s room needs to be bigger so there can be children’s events – children’s area

2 – local history/auburn room that is a conference room – seats like 14 ppl

3 – larger meeting room, size of this current room where we could hold mtgs/programs

4 – community room – shared with Parks & Rec’s: available after hours, available to the community.

Hope mentioned a need for two mtg rooms side by side: used for adult quiet study, can close the door, tutoring, 2-4 ppl.

Discussion of current room being history / auburn room / meeting room.

Small meeting rooms – 1 for 2-4 ppl, and 1 for 8-10 ppl

Study rooms with glass doors so there is visibility. Could have some sound proofing, green screen, videography, interest grabbing for kids.

Young adults – line of sight, but very welcoming – would like to know trends (less books more seating, food, some separation so they FEEL like they have their own space, charging station, wow factor, computer availability, green screen, multipurpose room) Lebanon library has the most successful kids’ area per Jason.

Children’s area: should have room to hold story time, creative focal area that is not about the books, gondola, castle, dress up area, tree, reading cave. Family rest room, moveable separate circulation desk for the children’s room, self-checkout maybe? Wash up area in the children’s area – in addition to the bathrooms. Two height wash sinks (kids and adults) Jason suggested messy programs go to the other program area instead of in the children’s room.

Storage – we need way more.

Staff – staff bathroom dedicated, dedicated staff lunchroom, directors’ office, 4 staff workstations, and 1 circulation station. Could be counters that can be used for other uses as well.

Volunteer work area? Dan talked about restrictions. We don’t need a dedicated space.

Discussion of Larger program/library/Parks & Rec/community – Dan is thinking we need to think about a Park and Rec’s Suit: two rooms, activity room and a small room.

Discussion about keeping severance because they have plans to grow and do not want to be confined to just one shared room.

Renting Severance: can stay there as long as they need too. 5 yrs lease but they would be happy to keep it open for 20 years. Would this effect fund raising for the library expansion? So do we need to design an additional space dedicated to parks & recs?

Outdoor space – walking trails, patio, community garden, outdoor meeting space, gazebo,

Question: If we're in the library and we want to sit outside where should it be? It needs to be away from the road so it's not too loud, need to worry about maintenance and upkeep. Library farmstand, Pavilion/gazebo, outdoor program space

Possibility of three season area – maybe doesn't need to be heated.

Hospitality station /coffee station / vending machines. Yes, we need this space.

Recreation space; after hours, separate entrance, discussion of staffing, versus sign out key, codes for keypad, cameras.

Jason showed picture of site – Nancy explained a question about the old line and the new line

Dan asked to save the Evergreen in the back yard if possible.

Jason asked about moving the existing building – would we be open to that? We are not closed to that.

Best feature is our connection to the water and the trails: rail trail, Massabesic, little Massabesic

Connection to the tails – become a trail head?

Discussion of potentially buying small amount of land from the child center next door?

Natural resources – sustainability goals

Energy efficient – solar panels, rainwater mgmt., passive solar, special glass, indoor air quality

Be an educational tool?

Certification qualifications:

- LEED Leadership in energy and E Design – most holistic – most expensive
- Net Zero - Zero negative emissions – energy generation equals your usage - it's nice
- Passive house – entirely - lowers the energy usage completely
- Living building challenge – material usage and recycling
- WELL – primarily an indoor air quality.

Each of these come with a cost. These are usually driven by a donor or a community driving the need

Community hub

We need to think about building a space that is going to last 100 yrs.

Jason can help us find the best compromise.

“jason’s intensely listening face”

Now what . . .

SMP will develop some floor plans, designs, concepts.

Motion to adjourn made by Liz Michaud / Marilyn Cavanaugh 2<sup>nd</sup>. All in favor.

Meeting adjourned at 8:20pm  
Liz Michaud, Secretary