

Library Planning and Building Committee
Regular Meeting Minutes
Monday June 3, 2013 - 7:00 PM
Oxford Town Hall

Members Present: Chair George Mitchell, Leslie Alexander, Robert Farnum, Alcyne Lyon, Jim Nicolari, Barry Schiff, Jim Westgate

Members Absent:

Alternates Present:

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson, Oxford Library

Consultants Present: Michael Tribe, Peter Gisolfi Associates

Recording Secretary: Faith Williams

Meeting Called to Order at 7:00 PM at Oxford Town Hall by Chair G. Mitchell, followed by roll call.

Audience of Citizens I: none

Acceptance of Minutes: motion to approve minutes of Special Meeting May 20, 2013 was made by J. Westgate, seconded by R. Farnum. Aye: G. Mitchell, L. Alexander, R. Farnum, A. Lyon, B. Schiff, J. Westgate. Abstain: J. Nicolari. Motion carried.

Budget: Chair G. Mitchell contacted Nafis & Young and reduced survey cost to \$3900. First Selectman G. Temple agreed to pay the invoice to complete the survey.

Old Business: L. Alexander inquired on Friends of Library space allotment in proposal; updated square footage to be in updated Analysis of Present and Future Areas from architect. Oxford Days materials were reviewed, to include maps of proposed location, allocation graphic, site analysis, and comparison of current vs. proposed square footage areas.

Architect Update: Draft of Objectives was revised per last meeting and reviewed by committee. **Motion** to accept Design Objectives to guide design as drafted, to be modified as project progresses was made by R. Farnum; seconded by B. Schiff. Discussion included the importance of the listing; using numbers leading the public to believe they are listed in order

of importance; recommendation to use non-numbered, bulleted list instead. **All Aye; motion passed.** Analysis of Present and Future Areas was reviewed as per updates from last meeting. Using those figures, a graphical representation is used to start visualizing the space allocation for each category. Site analysis was reviewed, with several configurations of the actual building. LEED Certification was discussed, including but not limited to: costs to apply; additional costs (if any) to contractors' and sub-contractors' bids; the steps to register, commission independent agent, and energy modeling; the benefit of LEED; impact on building products available; impact on grant possibilities; operating cost impact. **Motion** to amend Library Objective #7 to read: Design a Silver LEED sustainable building and site features to reduce energy consumption and maintenance costs was made by B. Schiff; seconded by R. Farnum. **All Aye; motion passed.** M. Tribe advised the committee to expect 22–23% for soft costs (FFE, architectural/engineering/survey costs, material testing, lawyer fees, testing, owner's rep, LEED application, etc.) and 70–80 % for hard costs (actual construction), as well as planning for 10% for contingency and 3.5% for escalation. In his very general talks with estimators, expectations of \$240/sf to \$260/sf would be in the general budget of \$3M.

New Business: Chair G. Mitchell will invite town safety (fire, police, EMS) representatives to next meeting to address any concerns or questions they may have about design/layout of building and site.

Audience of Citizens II: None

8:27 pm J. Nicolari motioned to adjourn; B. Schiff seconded. **All Aye**

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

13 JUN -5 AM 9:50
TOWN OF OXFORD, CT
TOWN CLERK
W. Langstaff

May 20th, 2013 rev May 30th, 2013

Oxford Library

OBJECTIVES

D R A F T

1. Provide a dynamic resource of materials and services for the community, enabling the pursuit of personal, educational, business, and recreational interests for the residents of all ages.
2. Expand the libraries center of information mission by providing the best technologies to access information.
3. Support the exchange of information by providing space for a variety of educational, civic and cultural events.
4. Provide community/ conference rooms adaptable to various programming needs.
5. Design a spacious light filled library well supervised with acoustically separated areas for children and adults.
6. Design a library open to the landscape with outdoor reading/ program areas.
7. Design sustainable building and site features to reduce energy consumption and maintenance costs.

Oxford Library
Analysis of Present and Future Areas
5/6/2013
Revised 5/20/13

	A	B	C	D	
	Oxford Library Capacities	Present Areas (S.F.)	Mr. Lushington Areas (S.F.)	Reduced Areas (S.F.)	%
Adult					
1	Reading		300	300	
2	Browsing+Large Print		500	300	
3	Magazine Titles		100	50	
4	Media		450	350	
5	Bookstacks		4,000	1,700	
6	Reference		750	300	
7	Oxford Room		530	0	
	Total Adult Area	1,400	6,630	3,000	30%
Young Adult/Children					
8	Young Adult		740	500	
9	Children's Staff		500	350	
10	Picture/Easy Readers		660	550	
11	Ref/Fiction/Nonfiction		900	900	
12	Children's Programs		500	500	
	Total Young/Children Area	525	3,300	2,800	28%
Meeting Rooms					
13	Program Room		1,800	1,200	
14	Meeting Rooms		400	300	
	Total Meeting Room Area	0	2,200	1,500	15%
	Total Public Library Area	1,925	12,130	7,300	
Staff Service					
15	Administration		300	150	
16	Tech Services		200	200	
17	Circulation		300	300	
18	Storage	270	500	250	
19	Staff	180	200	200	
20	Friends		200	200	
	Total Staff Services Area	450	1,700	1,300	13%
	Library Total Area	2,375	13,830	8,600	
	None Assignable Area	699	4,149	1,400	14%
	Grand Total	3,074	17,979	10,000	100%