

Library Planning and Building Committee
Special Meeting Minutes
Monday May 20, 2013 - 7:00 PM
Oxford Town Hall

Members Present: Chair George Mitchell, Robert Farnum, Alcyne Lyon, Jim Westgate

Members Absent: Leslie Alexander, Jim Nicolari, Barry Schiff

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 Regular Meeting May 6, 2013 was made by R. Farnum, seconded by J. Westgate. Aye: George Mitchell, Robert Farnum, Jim Westgate. Abstain: Alcyne Lyon. Motion carried.

Architect Update: Architect Michael Tribe met with Dawn Higginson last week to discuss ideas, review information and statistics on library use, programming, and circulation. Gisolfi & Associates requested cost from Nafis & Young for a complete A2 survey to better accurately plot the proposed site and therefore provide the most accurate construction costs to the committee and Town of Oxford. Per Nafis & Young letter, cost would be \$4500.00 for survey. **Motion** to request funds of \$4500 for survey as outlined by Nafis & Young was made by R. Farnum and seconded by J. Westgate. **All aye; motion passed.** Mr. Tribe reviewed draft of Oxford Library Objectives, Analysis of Similar Program Requirements, minutes of meeting with Dawn Higginson, and Analysis of Present and Future Areas. Discussion focused on the goal of a 10,000 s.f. building, balancing realistic needs, the findings of the Lushington report, and improvements to the

current facilities. Areas were reviewed line by line; a slight decrease in area for Magazine Titles was suggested, to increase the area for Media. The area for the Oxford Room could be incorporated into the main meeting room as display cases or other types of reference areas as space permits. The area for Friends of the Library was determined to be necessary and proposed to increase to 200 s.f., with the understanding the increase would add space to the overall total, but efforts would be made to work the entire space to the 10,000 s.f. goal. **Motion** to approve the Analysis of Present and Future areas as revised was made by R. Farnum; seconded by J. Westgate. **All aye; motion passed.** Chair G. Mitchell requested updated information from the architects to be used at Oxford Days.

Budget: Chair G. Mitchell will start process to secure funds for survey.

Old Business: D. Higginson continues work with town grant writer, Kathleen O'Neil, to secure State of Connecticut funds. She cautioned the committee that the project may not qualify or be considered due to the change in project size. M. Tribe will get information on costs of LEED application, which is part of the State grant. Update on grant status will be given at next meeting.

New Business: D. Higginson brought information to the committee from PatchWorks, part of Patch's efforts to support local communities to raise funds and recruit volunteers. Chair G. Mitchell suggested Friends of the Library would better benefit from the Patch program as the committee charge does not include fundraising.

Audience of Citizens II: None

8:15 pm R. Farnum motioned to adjourn; J. Westgate seconded. **All Aye.**

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

3 MAY 22 AM 11:29
TOWN OF OXFORD, CT
TOWN CLERK
J. Westgate

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	100	
4	Media		450	300	
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	450	
19	Staff	180	200	200	
13	Friends		200	0	
	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%

May 20th, 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. Design a spacious light filled library well supervised with acoustically separated areas for children and adults.
5. Provide community/ conference rooms adaptable to various programming needs.
6. Design a library open to the landscape with outdoor reading/ program areas.

Oxford Library
 Analysis of Similar Program Requirements
 5/15/2013

Programs	Byram Shubert Library		Dobbs Ferry Library		The Mendhams Library		New Fairfield Library		Average	
	Area (S.F.)	%	Area (S.F.)	%	Area (S.F.)	%	Area (S.F.)	%	Area (S.F.)	%
Adult Services	4,000	32%	2,390	29%	5,975	41%	3,600	35%	3,991	34%
Young/Children	2,850	22%	1,460	19%	3,450	24%	3,000	29%	2,690	24%
Community Services	2,250	18%	1,550	19%	1,000	7%	1,750	17%	1,638	15%
Total Public Library	9,100	72%	5,400	67%	10,425	72%	8,350	81%	8,319	73%
Staff Services	350	3%	800	9%	825	5%	444	4%	605	5%
Entry/ Circulation	700	5%	1,250	14%	900	6%	450	5%	825	8%
Total Staff Services	1,050	8%	2,050	23%	1,725	11%	894	9%	1,430	13%
Library Total Area	10,150	80%	7,450	90%	12,150	83%	9,244	90%	9,749	86%
None Assignable Area	2,500	20%	1,100	10%	2,400	17%	1,100	10%	1,775	14%
Grand Total	12,650	100%	8,550	100%	14,550	100%	10,344	100%	11,524	100%

30
28

The Oxford Library

Preliminary Objectives

Minutes of Meeting

May 15, 2013

Present: Dawn Higginson, Oxford Library Director (DH)
Michael Tribe, Peter Gisolfi Associates (MT)
Patricia Montero, Peter Gisolfi Associates (PM)

1. A few objectives for the New Library project design were discussed.
2. General:
 - a. Transparency and Light.
 - b. Acoustics (quiet spaces vs. library services).
 - c. Active/Fun/ Outdoor patio with gate control.
 - d. Increase programming capabilities.
 - e. Technology Upgrade, Wireless, Tablets etc.
 - f. Security and Control.
 - g. Expansion in the near future
 - h. ADA compliance.
 - i. The possibility of incorporating “green architecture” (Silver Certification).
 - j. Library park setting to promote Multi-use Community Gardens and Ecology-based education.
 - k. Request for a site survey
3. More Specific:
 - a. Conference Room (12 people/300s.f.)
 - b. Community Room to be provided with storage, projection capabilities and black-out shades. (150-175 people) with independent access and bathrooms.
 - c. Kitchenette for staff and for catering Conference Room.
 - d. Running water for some programs.
 - e. Separate entrance for Deliveries and Service.
 - f. Provide enough storage through out.
 - g. Staffing spaces and needs were discussed (4FT, 1 PT, 4V.)
 - h. Add 1 adult reference librarian and technology position.
 - i. Children’s Craft area.
 - j. Storage work area for friends of the library.
 - k. Two tutoring rooms at 120 s.f. each

MT:es

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