

**MEETING NOTICE  
TOWN OF LYNNFIELD**

**Town Clerk Date Stamp**

**Board/Committee Name:** Library Building Committee  
**Day/Date:** Thursday, November 12, 2015  
**Time of Meeting:** 7:00 PM  
**Location:** Lynnfield Library Mezzanine

**AGENDA**

**CALL TO ORDER:**

- Chairman calls the meeting to order with a roll call
- Chairman informs attendees that the meeting operates under MA Open Meeting Law

**NEW BUSINESS: Objectives for Next 30 Days**

- Finalize agenda and responsibilities for Public Meeting to Gather Community Input for Library Plans Thursday November 19, 2015
  - Introductions
  - William Rawn Associates
  - Set-Up
  - Breakout group/session logistics

**Next meeting date:** Public Meeting

**Adjournment**

# Lynnfield Library Building Committee (LLBC)

## Minutes

### Lynnfield Public Library

November 12, 2015 – 7:00 pm

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Present: Nancy Ryan, Russ Boekenkroeger, Kevin Bergeron of William Rawn Associates, Faith Honey-Coakley, Chairman of the Board of Library Trustees, John Sayre-Scibona of Design Technique, Heather Sievers, Ted Caswell and Phil Crawford, Chairman of the BOS

The meeting commenced at 7:05. The LLBC did not have a quorum present.

1. Kevin presented the plan for the future LLBC meetings.
  - A. At the November 19<sup>th</sup> community meeting at the Lynnfield Middle School, Kevin and Sam Lasky of William Rawn Associates (WRA) will present information to the public. This is an introduction to the project and summary of what a feasibility study is. Those attending will see a visual presentation and listen to ideas. An interactive session will follow. WRA will bring their model to share with the public.
    - People in the auditorium can be given the microphone to speak after the slide show.
    - Depending on attendance, after WRA's presentation we will break up into 4 smaller groups, to discuss thoughts. Kevin, Sam, John and Heather will help facilitate the groups. A community member in each of the 4 groups can record group ideas.
    - Nancy did a flyer about the November 19<sup>th</sup> meeting, and it has been on the Lynnfield Public Library website. The Lynnfield Villager will advertise the meeting next week. Nancy has also been sending emails and post-cards out.
    - Nancy will contact Eric Hamlin of the Cable Access channel and request that he advertise the meeting this week, and to film the session.
    - Kevin said that WRA can bring easels for set-ups and Nancy will have some pads of paper. A board with post-its will be set up for contributing ideas.
    - Phil suggested having written or verbal questionnaires so that everyone who attends can have input.
    - Kevin will create an agenda that people can take with them.
  - B. At a second community meeting ideas about the site can be discussed.
    - John said this allows the community to have opportunities for input with Rawn.
    - The third, final meeting with WRA will be Town Meeting.

- C. Kevin said that Russ and the library board put together an impressive power point presentation. Images of the current and potential future library have been correlated. The future possibilities are images of work that Rawn has already done. The power-point information will be integrated with Rawn's presentation. The presenter of the power point at the community meeting is to be determined.
- Good examples to use of completed library rooms were discussed. The order of images on each page will be switched for better visual presentation.
2. With regard to the location issue: The State won't award grant money if we don't have enough parking. The 2002 MBLC grant application for expansion at the current library site was rejected because of inadequate parking space. This point should be stressed.
- John pointed out how many changes would have to take place in addition to acquiring the property behind the library, which the owner does not want to sell – it's an impossible situation. Nancy asked John if he would answer to questions on this matter, as he can present this view.
  - Kevin introduced their slides and raised the issue of whether this meeting will announce the potential of construction at Reedy Meadow.
  - The CFAC larger view of facilities is not ready.
  - Nancy is concerned that people will have objections about moving the library's location.
  - Kevin feels we have to get it out that Reedy Meadow is being considered before the feasibility study is begun.
  - 20 x 10 area is needed for each parking space; even if the abutting property was available it might not afford enough space for a parking lot. A lack of parking space was a detail of the denial of the 1999 -2000 schematic study submitted for a MBLC grant.
  - We can answer some questions people may have, but stress that the purpose of this meeting is to explore what people want in a new library.
  - Kevin said they will introduce themselves by showing architectural work that Rawn has designed. This will illustrate that we have hired someone who knows library design.
  - Ted and John suggest showing how central Reedy Meadow is with Rawn's model.
  - Kevin said that WRA has slides of the overview of the current library location and the potential location at Reedy Meadow.
  - Natural light and connection to the landscape are integral to Rawn's designs. The most ideal location for the new library could include the area where the barn now sits.

- The land at Reedy Meadow has potential for community gatherings and concerts. Ted discussed having English gardens.
- The barn can be moved. It was decided that it would cost too much to bring it up to code for library use at this time. If the community feels that the barn is very important, integrating it into the design can be reconsidered.
- The feasibility study will lead into April Town Meeting.
- The MBLC Grant application has to be submitted by January 2017. Construction wouldn't begin before 2019. It has to be made clear to the public that this is the beginning of a long process.
- In architecture the term "feasibility study" is equivalent to "schematic design" in MBLC terms. A feasibility study is more involved.
- John suggested more pictures, less writing.
- Russ noted that permission to put a library structure at Reedy Meadow is pertinent to Town Meeting.
- Phil will talk to Town Counsel about the warrant articles for Town Meeting. The location has to be approved, and be presented early for people to digest it.
- Kevin said WRA will talk about the goals of the first phase, and the feasibility study schedule.
- The last slide in the presentation will be about communication with the Town.
- Russ suggested creating an email address for input on the new library project.
- The library would be the first in the future Village Center that the CFAC is proposing. It will be tied in with the Master plan and future vision for the Town.
- Phil noted that if Reedy Meadow is approved as the location for the Library Grant application, by July of 2017 we would know if we are approved for a provisional award. The library would have 6 months to bring a request for funding; it would have to be brought to the fall 2017 Town Meeting. If there is a wait list in the first round of the grant process, the issue of obtaining Town funding would be pushed out a few years.
- Phil can get the Town debt schedule, and discussed management of debt. Understanding this is integral in obtaining financing approval by townspeople.
- Ted and Phil concurred that it's important to tie the CFAC into getting Town approval for the library, as it will follow that there will be a shuffle of buildings creating available space for Town purposes.
- At a third meeting with the Town in February/March, it can be discussed that a new Master Plan is being formed, and that the CFAC is planning for the future of Town facilities.
- We can talk about choosing architecture that is desired by the Town.

- Focus groups with elementary school and middle school students can be held on the December early release day. Nancy will confirm that it is December 2, and pass the information on to WRA to be projected on a slide. A 1.5 hour session will be planned for each group.
- After the focus group meetings the LLBC should meet to discuss the outcome of the community meeting. This is planned for December 17<sup>th</sup>.
- A meeting is suggested for January 7<sup>th</sup>.
- Russ asked Ted to decide on a date for a February/March meeting date to be presented at the December 17<sup>th</sup> meeting, to have it planned ahead.

The meeting was adjourned at 9:48 p.m.

Respectfully submitted by Gail Rober

**Documents:**

Agenda: LLBC 11.12.15; Community Input Session Actions – 11/10/15 doc; Draft Presentation for Community Input Session 11 19 2105. pptx Powerpoint