

Rockport Public Library Ad Hoc Planning Committee

Meeting Minutes
December 16, 2015

Mission Statement (adopted November 17, 2015):

The Ad Hoc Planning committee is tasked with the planning stage of building a new library for the Town of Rockport. This library is for the use and enjoyment of all the people of Rockport and shall be planned primarily by focusing on planning, cost, and long-term use. Secondary issues of staffing, building efficiencies, archives/storage space, accessibility, and site planning/site safety shall be considered as well.

Using the program outline proposed by the Library Committee and approved by the Select Board on November 9, 2015, and with professional assistance, this committee shall write a recommendation to the Select Board, including a design and cost estimate, for a library to be built at the combined site of Memorial Park and 1 Limerock Street.

Opening

The first meeting of the Rockport Public Library Ad Hoc Planning Committee was called to order at 10:10 am on December 16, 2015 in the Richardson Room by Tracy Murphy.

Present

Voting Members: Eric Denney, Ann Filley, Lynn Luzzi, Jan Rosenbaum, Joe Sternowski, Heather Mackey, and Tracy Murphy, Select Board Liaison. Ex-officio, Interim Library Director, Ben Blackmon

Absent: Erik Frederick

Guests: Cate Monroe, Chair of Library Committee, John Scholz, professional advisor and two members of the public.

Call to Order

Tracy Murphy called this first meeting to order with a directive to appoint a chair, vice chair and secretary and stressed the importance of selecting a meeting time and place going forward. Murphy will check the availability of the Opera House for selected times in order to tape future meetings as part of the record. Murphy requested that Ann Filley take notes for this first meeting. Handouts: Mission Statement and task list with goal and Library Committee Presentation to the Select Board.

New Business

Ann Filley made the motion to have Jan Rosenbaum chair the committee. Lynn Luzzi also put forth her name for committee chair. Discussions on the motions were held, and after some consideration, Luzzi withdrew her name, vote taken (7-0) and Rosenbaum will chair. Next, Joe Sternowski was selected and voted (7-0) for the position of vice chair.

Lynn Luzzi discussed the importance of engaging the community on the future library, that this type of process needs very strong support from the town. Ben Blackmon will discuss his ideas for a strong advocacy campaign in future meetings.

Wednesday was selected as a standard meeting day, with the next meeting scheduled for 11:00 am, with a meeting room to be determined. Each meeting will run approximately 2 hours. Meetings will be weekly at this point, with additional meetings scheduled as needed.

John Scholz (Professional Advisor) Discussion:

Discussion of the difference between an RFQ (request for qualifications) and an RFP (request for proposal) and that it is his recommendation to have the committee create an RFQ for architects' qualifications. This would allow for a small number of firms to be interviewed for the building project. John also recommended that a stipend should be paid to those firms that are selected by the committee. An acceptable stipend would be in the neighborhood of \$1500.00. And that no total budget be provided in the RFP. John also handed out a one-page overview of the important items to keep in mind when completing both an RFQ and RFP.

It was also discussed that it would be important for the committee not to limit to architects that have library experience, because it is important to have a broad spectrum of talent to choose from.

Following was a discussion of potential architect fees, which can range from 10% to 15% of the estimated construction costs. A range for libraries runs about \$250.00 per square foot, not including site preparation.

It was also recommended that a comprehensive site survey be completed on the combined sites (Memorial Park and 1 Limerock Street). This will be important information for any selected architectural firm and should be part of any RFP.

- The town has an engineering firm hired for other projects, so Tracy will follow-up with town manager, Rick Bates to confirm that the firm can be hired for this type of survey.
- It was recommended that when getting a survey of Memorial Park, that the entire Limerock intersections are also reviewed. The committee needs to be prepared in

case the selected architect recommends closing part of Limerock Street and all that entails.

John Scholz will be gone for all of January, but will be back by February 5th and can participate in the advisor's role via email, if needed.

Additional Discussion

- Heather Mackey suggested adding a discussion on types of funding and the proposed bond at the next meeting.
- Cate Monroe is working with the Library Committee on funding opportunities, but welcomes suggestions for consultant.
- Jan Rosenbaum will put together a draft RFQ, but would like additional suggestions from the committee by December 20, 2015 via email. This email should only go to Jan and he will compile committee member's suggestions for the next meeting.
- Reminder, no email discussion regarding the work of the committee, that should be left for the public meetings.
- Joe Sternowski will be the committee liaison with the town planner, Jamie Francomano.
- Committee should consider someone to be a public point person-a communications process will be very important.
- The role of secretary/note taker will be rotated among group members
- Any additional agenda items, please send to Jan Rosenbaum
- Note that committee members can request a town email if there are concerns when using personal email for committee business.

Adjournment

Meeting was adjourned at 12:20pm by Jan Rosenbaum. The next general meeting will be at 11:00 on December 23, 2015, in TBD (Richardson Room, Opera House).

Minutes submitted by: Ann Filley

Approved by: Committee 12.23.15