

**TOWN COUNCIL/LIBRARY BOARD OF TRUSTEES
JOINT WORK SESSION
June 26, 2014**

I. ROLL CALL

Town Council members present:

Kristine S. Trocki, President
Mary E. Meagher, Vice President
Thomas P. Tighe
Eugene B. Mihaly
Blake A. Dickinson

Library Board of Trustees members present:

Kitty Wineberg, President
Craig Watson, Vice President
Karen Montoya, Treasurer
Laura Yentsch, Secretary
Paul Housberg
Peter Carson
Delia Klingbeil

Also in attendance:

Donna Fogarty, Library Director
Andrew E. Nota, Town Administrator
Christina Collins, Finance Director
Cheryl A. Fernstrom, Town Clerk

II. CALL TO ORDER

The Town Council/Library Board of Trustees Joint Work Session is called to order at 7:01 p.m. in the meeting room of the Jamestown Philomenian Library, 26 North Road, Jamestown.

**III. TOWN COUNCIL AND LIBRARY BOARD OF TRUSTEES
JOINT WORK SESSION**

- A) Library Board of Trustees presentation to the Town Council of the plans for the proposed Library Re-Design and Renovation Project
- 1) Review and Discussion

President Trocki thanked all for coming this evening. Library Trustees Vice President Craig Watson welcomed all in attendance and proceeded with an overview of the Library Redesign project. Workshops were held and a sub-committee of the Trustees was

formed to review the data of Library needs and costs. As Sub-Committee chair, he thanked Delia Klingbeil, Peter Carson, Laura Yentsch, Mohamad Karzan, and Donna Fogarty and the Friends of the Library for their hard work on the analysis. The report was brought back to the Trustees and Friends. A bid proposal was prepared and advertised, and NewPort Architects, LLC, Mohamad Farzan Principal, for the building design, and L & A Landscape Architecture, Tanya Kelly, for landscape design, were hired. Tonight we will see an overview of the project and a presentation of their findings, a master plan, with comments.

A PowerPoint presentation followed. Over an eight month period an analysis was done of the Library and its activities, including State services and areas of proposed renovation. 80% of Jamestown residents have a library card, and patrons borrow an average of 9 items per year. Program participation is steadily increasing, the Library has 46,000 materials, which gives it a top rating, and in 2013 75,000 items were lent out; working with OLIS gives us access to many more books and documents. We have a first class community library, well stocked, and well managed. So why are we talking about a new library?

This is a great library, but the last revision was done in the 1990's. Advanced technologies, including the iPhone, and access have changed the way we use information and the Library. The Library provides free internet access, but it needs to be more sophisticated, attractive, and keep up with technology. The Children's Library is small and inflexible for current and future programming, the staff is undersized, and the space needs paint and new carpet.

Architectural Renovations.

The Children's area is not recommended to be enlarged but will be combined with the new Young Adult section. The plans call for the creation of a new direct entrance to get to the area, and adding a family-friendly restroom.

We have many requests for more small spaces, such as for tutoring and studying. Proposed are two conference rooms and two more glass rooms by the front door. The plan is to break up the Wright Museum Room into three components – two teaching rooms and one meeting room. Without changing the footprint we are creating a lot of new space. We recommend two exterior structures on the north and south ends of the building for casual reading and meeting space. They work well with the new design and are largely glass. Another small footprint is being added for the staff and for deliveries. The only footprint changes are one for staff and two for reading and gathering.

We can't predict the future, but we can prepare. This meeting room will remain the same; stacks will hold the same number of books as now; and the outdoor plan became more interesting and integrated with ideas. Areas of concern and revision are parking on Douglas Street, adding one terrace, and adding another terrace that could be accessed by readers and used for larger events. A new entrance is proposed and would be connected

to pedestrian traffic. The outdoor area referenced for children would be under the supervision of the Librarian, with programs staged here as well. The air conditioning system needs to be replaced, and it is recommended lighting be changed and/or improved throughout the library, as well as new carpet and paint.

The project was designed as a master plan with cost estimates. A rough cost estimate is \$2,500,000. We need engineers to review the project, but that is the working figure. The Trustees wanted feedback and endorsement from the Council before going forward with financial plans. Organizations that assist libraries and the proposed future capital campaign were referenced.

2) Questions and Answers

Mary Meagher asked for interior pictures. Architect Mohamad Farzan explained the drawings. The south porch and north porch are the same, but the south porch is quieter. The interior glass enclosures and bringing in daylight with skylights were explained. The wall of the Wright Museum is opened up with glass, and collections that are sensitive to light will have less glass. Throughout the Library the areas are open, transparent, and full of light. The new entrance with a new roof line and the schematic designs were noted and reviewed.

The Children's area entrance and safety and maintenance measures were referenced, including the decorative fence. Inside and outside spaces are flexible with multi-purposes. The fence is dimensional, with a planned garden, and the outdoor space is safe and accessible.

The new North Road entrance will use existing maple trees. A sidewalk is assumed and to be continued and allow for safe crossing, drop-off, and pickup. Sidewalks are not part of the scope of the project. Within the Library lot will be built a new bench and bicycle rack. This will create a plaza for people to meet and greet. Stone retaining walls are planned with a plateau from the street and then a second retaining wall. The (proposed) front entrance is not handicapped accessible, but the rear entrance is and will remain as handicapped accessible. Permanent signs will be erected out front to announce Library activities. Trustee Delia Klingbeil noted we are fortunate to have a walkable downtown, and this will open the front of the Library and make it welcoming and inviting to walkers. Vice President Meagher noted the new entrance increases the presence of the Library. It is very bold. Mike White suggested since there are no sidewalks it would be nice to have an accessible sidewalk surround the Library. Currently there is a fire hydrant and a telephone pole in the area of the proposed sidewalks. Trustee President Kitty Wineberg stated the area will be lit at night, welcoming patrons and announcing the Library is open. Vice President Meagher asked if the porch could be more useful. Discussion ensued of the proposed Study room.

B. J. Whitehouse asked what awaits the new front door entrance. He was informed a brighter area with a Welcome desk and Reference desk. Discussion ensued of the significance of the Reference desk. The Welcome desk is being reduced to half of its original size as it is no longer needed with self checkout, allowing visual access to the area. Librarian Donna Fogarty referenced the circular help desk and the area for reading and other purposes. B. J. Whitehouse loves the transparency idea. In some ways it goes back to the past and also moves forward.

Councilor Dickinson asked what would be the draw off north road to get people to use that entrance vs. the back door. Mr. Farzan stated because the front door is more welcoming and activates the street, and it is where people expect the entrance to be. Vice President Meagher suggested this needs to be grander than presently proposed. She suggested moving the sidewalk closer to the entrance. Discussion ensued of alternative plans and the idea to make the front entrance area welcoming. Vice President Meagher stated this is what the town will be drawn to, as it is prominent and very bold.

This area is becoming the cultural center of Jamestown. The notion of intimacy is an important part of this Library. The Wright Museum ought to be kept as a museum to house artifacts that are priceless and important to Jamestown's history and this country's history, and they should be treated with reverence. This part of the project is catching up the 1970's part of the building to the other parts of the structure. Discussion continued.

Trustee President Kitty Wineberg referenced the museum and stated the Board of Trustees felt it needed to make space available in a different way while being sensitive to the artifacts. The cases housing the artifacts are not true museum cases. Rugs and wall coverings are moldy and dangerous to the artifacts. No one would do anything to the priceless artifacts without first checking with the Narragansett Indians. The character of that room should reflect the Narragansett Indians. Librarian Donna Fogarty commented that room would be designed with less light for protection and to be respectful. The design and treatment must be respectful, and conversations need to take place with the Narragansett's very soon.

Discussion ensued of the significant expense for the redesigned Library front entrance and sidewalks and that currently we don't see many people walking by. It was explained that is because the sidewalks do not exist. Discussion ensued of the parking spaces as a result of the renovations – a loss or a gain? It was noted current parking remains the same and four additional spaces will be added in another section, with handicapped parking on both sides of the rear entrance. Discussion ensued of the proposed parking spaces and trees along the back access road. There is a great need for parking in this area and all parking arrangements must be considered. Councilor Mihaly stated visitors will not turn off Narragansett Avenue to the Library, as there is no sidewalk, and there will be much more foot traffic with the sidewalks. Councilor Dickinson noted the Town discussed its intentions to put sidewalks in. President Trocki stated it takes many moving parts to make

this viable. The Schools are nearby and she could see children using the sidewalks and Library front entrance.

Trustees President Wineberg stated boat visitors walk to town and around the area (often to use the Library internet), and this gives another opportunity to visit the Library and Art Center and ties the area together.

Vice President Meagher asked how much square footage was added to the building. Mr. Farzan stated a total of 16% square footage was added, most of it to the Children's and Young Adult area. The Adult & public spaces were increased by a total of 6% of square footage, and overall Library size increased from 10,400 square feet to 12,180 square feet. She would appreciate seeing the proposed solutions to the various problems outlined with detailed descriptions of the solutions.

The basement area was reviewed for potential uses, and it was suggested for storage, including compact shelving. It was noted skylights are not over books, but over walkways and halls. The Historical Society display cases are designated in the hallway. The main Meeting Room was cut off intentionally by request to keep it separated for events. The connector area will be gone to make space for staff, removing the monitoring ability. Staff will have to come around the meeting space and use the side path, entering the new door on the north side. It was felt the staff lounge should be separate. Vice President Meagher asked about acoustics with all the glass. Mr. Farzan stated there are two solid and two glass walls and partitions. Special non-reflective glass and sound reflective glass will be used, and they will have to be treated differently. The porch will slow people down to drop off children/patrons.

The project is not yet into the planting plan for the entrance. The Douglas Street residents do not like people parking on the road, and are very sensitive. Historical Society Member Rosemary Enright inquired about parking. It was explained that parking would be available at the beginning of the covered porch and along the sidewalk. The proposed patio will retain all the bricks and they will become part of the new terrace and some will be part of the new entrance. Discussion ensued of potential opportunities to raise more money by increasing the bricks. Librarian Donna Fogarty stated the new roof will provide more overflow to the meeting room. The space overflows to the covered porch and onto the terrace, which is 14' by 28', and the bricks could be left in that space. However, water has gotten into the area and it needs to be repaired. The terrace would be accessible from the north porch. Vice President Meagher stated the new terrace needs to be larger. Concern was expressed for noise, including moving air conditioners for noise reduction to be fair to neighbors.

Councilor Dickinson asked about the landing from the door to the first step. He was informed it is about 5 feet to the front porch, and 10 feet without the vestibule; the terrace is 15 feet. Councilor Dickinson likes the bench in front by the street. President Trocki referenced security issues with the fenced Children's area and what if teenagers attempt

to take over that space late at night when the Library is closed. She expressed concern knowing teenagers and the potential they will take advantage of accessible space. Trustee President Weinberg noted the doors between the Children's indoor and outdoor area will be alarmed, and a person can't go out without it making a noise. To try to get out by the gate would set off an alarm.

Vice President Meagher asked if the delivery path had to be covered. She was informed it was better than shoveling snow in winter, and books don't like water. Ms. Wineberg stated areas donated by people in past capital campaigns will remain named as they are. There will be more opportunities for names.

Town Administrator Nota stated it would be advantageous for the Board of Trustees to give a timeframe for the project. Council member commented the discussion was a fantastic exchange of ideas. Mr. Nota asked if there was any information on capital campaigns, potential redesigns, or any time line the Board was working with.

Trustee Vice President Craig Watson stated they did not have a fixed time line. Two things will have to happen. We need engineers to break down the costs, and we may need to make decisions on phases. Other things may need to be phased. The Capital Campaign is not beyond the committee stage. Trustees President Kitty Wineberg stated the number predicated for the building project was two years (area and ground renovation, with construction taking one year). Trustee Craig Watson stated that number will continue to evolve.

Vice President Meagher would love to see a list of guiding specifications with a report how they are being addressed. The front will be the most dramatic piece, more of a display and presentation to the street. How will it solve the problems that the Library has? President Trocki noted without numbers it is hard to say what is doable.

Town Administrator Nota asked if the Board of Trustees would have time between now and August to vet out the numbers and have solid numbers and a more solid capital campaign in order to give the Board the green light to move forward. Is there some direction the Board is looking for from the Council? Trustees President Wineberg stated the next step is to hire a consultant and have a feasibility study. The Board should get back to the Council by the end of the summer to see what the consultant considers we are capable of raising from grants, community support, leadership gifts, and a combination of all of them.

Trustee Vice President Craig Watson is asking for support incrementally. The project needs engineering services now and mechanical work first. The air conditioning system is near the end of its life. Trustee Delia Klingbeil stated prior to hiring an engineer or a fundraising advisor we need to know the Town feels this is a direction we should go.

Councilor Mihaly stated it is possible if the Board of Trustees can come to the Council in August with a narrative of the project and ask for endorsement of a concept we can get our arms around. So far he likes what he has seen, but we need a narrative. Vice President Meagher stated the mechanical system is not being enormously altered, and we need estimates of what it involves. Fundraising is something the Board of Trustees would work on. This is too much information to digest at once. We have major capital improvement plans going on town-wide simultaneously and we need to know what fundraising and contributions you can bring to this project. Councilor Mihaly agreed we have to say we support the concept before they can go further. Trustee Craig Watson stated he didn't want to go further without showing the Council. Discussion continued. Councilor Dickinson stated Jamestown is in need of giving back to the taxpayers, and that begins with the sidewalks. We don't really know where the town starts, and that would define it. We need the sidewalks for the children, and we need something on North Road to navigate from here to downtown. Council members agreed.

Trustee Peter Carson stated the hiring of a fundraising consultant is important, will cost some money, and you don't want to wait to fundraise. Funders identified will want to know cost projections and that the Town is supportive of the project. We must get to that point, and that will take some time. Trustees President Wineberg stated if the Council's take of this is positive we will start with the list of consultants to begin the feasibility study.

3) Next steps

Town Administrator Nota will finalize plans for the Council for a revisit while the Board of Trustees is reviewing fundraising proposals. These could move forward simultaneously. Mr. Nota asked if the Board wanted to do this in late summer or fall, perhaps August, or wait until later in the fall. Vice President Meagher questioned the feasibility study, as she thought it went along with this current process. Board of Trustees President Wineberg hopes to learn how much money can be raised from donations, grants, foundations, and government entities. Librarian Fogarty noted the money is out there, and foundations want to know the Town is on board with the project (Champlin grant process begins in November). The next step would be to hire a consultant. Councilor Mihaly asked if this could be voted on in July to endorse the concept.

What the Council wants is the program to be more annotated and the plan to be vetted out more thoroughly. The Program needs more financial information, mechanical revisions are needed, a time line developed, and whether the sidewalks are feasible. The public wants to see it all there with details. Discussion continued. President Trocki thanked the Board of Trustees for all that they have done. It would make sense for the Library Board of Trustees to keep in contact with Town Administrator Nota. Discussion ensued of Council endorsing the project and voting on the concept in the fall.

Past donations and capital campaigns were referenced. No contact was made, as the Trustees wanted to present the project to the Council before going forward with any other steps. President Trocki noted this is a big effort and it is going in the right direction. This will appear on a future Council meeting agenda.

IV. ADJOURNMENT

A motion was made by Eugene Mihaly with second by Mary Meagher to adjourn. President Trocki, Aye; Vice President Meagher, Aye; Councilor Tighe, Aye; Councilor Mihaly, Aye; Councilor Dickinson, Aye.

A motion was made by Trustee Carson with second by Trustee Yentsch to adjourn. President Wineberg, Aye; Vice President Watson, Aye; Trustee Montoya, Aye; Trustee Yentsch, Aye; Trustee Housberg, Aye; Trustee Carson, Aye; Trustee Klingbeil, Aye.

There being no further business to discuss, the Town Council/Library Board of Trustees Joint Work Session was adjourned at 9:02 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council
 Town Administrator
 Finance Director
 Town Solicitor