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MEETING MINUTES: Schematic Design Meeting #1

date: Tuesday, October 19, 2020, 3:00pm
project: Scarborough Public Library, 2021-0070
location: Public Meeting Room, Scarborough Public Library
To: Nancy Crowell Director, Scarborough Public Library
Susan Powell Vice Pres. of Trustees, SPL
Bill Donovan Pres. of Trustees, SPL
Catherine Morrison Asst. Director/Adult Svcs Mgr., SPL
Mike Windsor Circ. Mgr, SPL
Kathie Rauth Volunteer/Tech Support, Office Mgr., SPL
Lucy Norvell Coordinator of Prog. + Comm, SPL.
Tom Corbett Systems Libr., SPL

prepared by: Austin Smith Simons Architects
CC: Sam Mellecker Simons Architects
Kayla Caron Simons Architects
Chris Berry Simons Architects

meeting title: Meeting Number #1 of 5

1. Review Meeting Goals

- A. Confirmed Scope of Work
- B. Reviewed overall Schedule
 - 1. This initial meeting was composed primarily of staff so that progress could be made on crucial program adjacencies.
 - 2. Library will look at schedule to determine best groups to meet with, and overall timing for meetings.
 - 3. SA clarified what consultants would be involved, and what their general timeline for involvement would be- Civil, Structural, etc.
- C. Reviewed Deliverables and work plan to support ahead of 2022 November Referendum
- D. Nancy confirmed that the Demont timeline is still accurate, and they have finished their interviews and would be reporting back in early November.

2. Site Circulation + Parking

- A. Existing parking count, currently there are added 51 parking spaces. Will work closely with Civil to determine appropriate calculations for impervious surface and how that needs to balance with calculations for storm water.
- B. There is still potential to add to the existing parcel, Nancy noted that the Town Mgr. said to reach out when we have more information on the ask/design.
- C. Shared parking model (basketball courts, Wentworth school overflow), right-sizing the parking is important.
- D. There is potential to reduce the entrance plaza hardscape to better identify the new public entrance.
- E. Design will pay close attention to landscaping and massing towards Gorham Road so it blends in nicely.

project: Scarborough Public Library
2021-0070 Scarborough MM 2021.10.19.docx

date: 10/22/21

3. Program Adjacencies

- A. Some initial questions were asked about the current program layout.
 - 1. Is the public meeting space firm on the second floor. Need to provide ample space with new Covid distancing guidelines, as well as space that is easily accessible for all patrons and their various mobilities.
 - 2. Early decisions were made to keep youth services on the lower level
 - 3. Due to staffing and need for oversight, collection was located on the first floor, thus pushing public meeting spaces to second floor
 - 4. Space will be accessible via elevator, and there are currently 2 enclosed fire stairs, and one open stair to the second level.
 - 5. Could the stair be swapped with the elevator location, accessed from the entry vestibule for potential 24 hr access?

4. Model/Massing Options

- A. Massing Model- reviewed initial study with gable and flat roof forms, talked about scale on the site. Want to be sure it fits in context, uses vernacular materials, forms.
- B. Scale and Form- Sam + Kayla reviewed some massing proportions for other options to keep the sloped roof for PV arrays, but that might reduce the size of the main form of the expansion. Nancy asked about the Big House, Little House, Back House, Barn as a reference model for the massing. SA to look into scale and forms.

5. Preview of Precedent

- A. Sam reviewed a number of precedent images for various library spaces. This included some library favorites from previous discussions- the Westport Library, and Do.Space.
- B. Conversation about types of spaces with open sight lines, natural light, light control, temperature controls, and acoustics were raised, with special concern for a large atrium/lobby space.
- C. Nancy noted that there has to be some practicality with light fixtures- deliver quality light, but also each of replacement lamps. Current situation makes this a difficult task. Likes the idea of 'zones' for lighting (that make sense!). Catherine noted that current occupancy motion sensors sometimes shut lights off because people are not moving much.
- D. Group reacted well to "book-able" spaces- meeting rooms, etc.
- E. SA will be visiting Curtis Memorial Library on Thursday (10/21). Items to note: Meeting room space is great, interesting ILL/Circ Space, they have a Library of Things, and separate Friends Bookstore.
- F. Youth Services was not represented in the conversation or Charette, so there will be a separate meeting scheduled with Louise when she returns. Austin to arrange time/date with Nancy.

6. Charette- Group broke out into 2 sections for discussion and sketching

- A. Staff Work Areas (Kayla, Nancy, Kathie, Mike)
 - 1. Cataloging and procession are best to be co-located. They receive daily deliveries, sometimes 3-4 cartons on high volume days. Kathie is very responsive to these deliveries and processes books into the system in the same day. Children's is an exception- handled differently.
 - 2. Deliveries from UPS, ILL are fast and sporadic. They happen daily, but not the same time every day. ILL unloads in 10-15 mins. (max), they bring in large totes. Best to not have to move these great distances for efficiency and ergonomic concerns.
 - 3. Nancy likes the idea of some processing on display for the public- automated circ. Return, conveyor system.
 - 4. Sightlines for ILL/Circ, are crucial for view and communication.
 - 5. It is okay for public to see carts come from receiving to circ if they happen in different locations, this is a working library. It makes sense to have the processing workspace/cataloging near receiving. Storage, bathroom, loading, Asst. Dir. office also could be in this area. It could span across the front face of the library from loading to staff circ. space, and fiction would have to be reconfigured. Would be nice to have a small counter- mini kitchenette- fridge, counter, microwave (not official break room).
 - 6. After much debate about the existing entrance (current gable) it was determined that it is best suited for public space, not staff or display. But it would be nice to landscape a garden in front of it to signify it is not the entrance point.

7. Some apprehension about too many doors on the façade, confusing patrons and delivery people.
8. Staff areas that could go onto the second-floor staff space include: Director Office, Bookkeeper, Programming and Development office, Tech Office, 2nd Manager Office, Network Room, Server, Staff Break room/lounge, Staff Kitchen, Staff toilets, Mother's Room (lactation). No oven is needed in the kitchen, and this kitchen should not be combined with public meeting room kitchen.

B. Public Meeting Space (Austin, Sam, Tom, Bill, Susan, Lucy, Catherine)

1. Public Meeting Space / Community Room. SA to confirm seating capacity. SPL has hosted events for 200 people in which they have used the center of the library and requires that shelving and seating be moved. If 200 people are at an event, what are the sight lines like? Should SA consider a speaker's platform? Musical performance should be accommodated. Not sure how they would like to break that space up, but 1/3 and 2/3 seems to make sense.
2. Nature of the Kitchen discussed. A public request for a demonstration kitchen was made. A warming or catering kitchen seems like the better option. Limit equipment to sink, dishwasher, refrigerator, microwave.
3. Ideally the Maker Space should be in direct alignment with the meeting room. Over flow from Meeting Room could flow into the Maker Space. Side gable could be shifted down to accommodate for this.
Tom C. elaborated on the Maker Space. It will have no equipment for wood or metal work. Tom described it more as a "Doer Space" for quilting and sewing groups, freehand sketch sessions, etc. Could also be adjacent to the Computer Technology Space. Tom is still trying to nail down what the makers space is.
4. Computer Space should have 10 stations. Maker and Computer Spaces need not be enclosed. Tom suggested a desk station that dropped and secured the computer when not in use. Tech space would be used by a variety of different groups, like a tax prep class.
5. Tom's office should be one the second floor and ideally would have sight lines to the Maker & Computer Space, but sight lines aren't necessary.
6. Four smaller meeting rooms could be very useful. There are a variety of demands for these small spaces.
7. Atrium Staircase could have a different configuration so that it landed closer to the Meeting Room.
8. Elevator could be located closer to the entry vestibule. This might better off hour uses. Lucy voiced concern over the number of older patrons. By placing the Meeting Room on the second floor, the elevator use will be taxed.
9. Fire stair at second floor staff area could be moved adjacent to the atrium space. Staff could then use the space without have to cross the Young Adults area.
10. Server Room can be located anywhere. Proximity to Tom doesn't matter. Current size of server room is plenty big.
11. Tom will need a staging space like the existing one in the conference room. Tends to be a messy area, so ideally would be hidden.
12. Interested in all gender-neutral toilets.
13. Potential for gallery walls on the second floor to display local art.
14. The staff offices upstairs would be for employees not necessarily involved in the day to day. This would be Nancy, Lucy, and Tom. Make room for potential expansion of staff, maybe one office?
15. Tom sees all of the makers space/flex space as being able to be used as a business center as well. Would need copiers and printers.
16. Need for staff area to allow for private calls
17. For tables and chairs, ideally they will be more mobile and lighter. Currently a lot of their time and effort is spent toward moving around heavy furniture which they would light to stray away from.

7. Next Meeting Date & Time: TBD: Week of November 29? What works best for Committee?

1. SA to meet separately with Children's and Youth services for their feedback on the planning diagrams. Day and time TBD