

Members Present: Rhonda Gurney, Lisa Bozogan, Peter White, Lisa Meehan, Barbara Chalmers, John Walden  
Members Absent: None  
Meeting Attendees: Mark Halsted, Sue Gottling, Anne Nielsen, Mary Epremiam, Derik Tatlock, Betty Tatlock, John Mapley, Randy Richards, Noce Goubert, Chris Lizotte – Sheerr McCrystal Architects.  
From: Barbara Chalmers

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On the above date, those noted above met at the Sunapee Safety Services Building. The following is a brief summary of the discussion that took place:

### NEW BUSINESS

- 1.1 Election of Officers: Per Committee Charge, Library Trustees Rhonda Gurney and Liza Bozogan were elected respectively Chair and Co-chair of the Committee. Barbara Chalmers was elected Secretary.
- 1.2 Review of Committee Charge:
  - a. Rhonda read the Trustee's charge to the committee. Major tasks include:
    1. Re-evaluate and update the library program
    2. Explore and evaluate site options
    3. Make preferred site recommendation to the Trustees
    4. Develop library building plan
    5. Develop a project schedule and budget
    6. Present proposal for new library to the Trustees
  - b. Library Program:
    1. Noce Goubert encouraged the Committee to look closely at user statistics so that library program and design reflects the needs of the users.
    2. John Walden provided information on student use ( 5 to 18 year olds) both after school drop-in and programmed. Drop-in use: 3 to 8 children/day, Programmed use: 8 to 20 children, 3 afternoons/ week. Both counts are highly variable.  
Noce questioned whether the Student age grouping skews use data and perhaps older kids should be included in the Adult user category.
    3. Chris Lizotte reported that the current library design was based on the Ski Tow site and the Jackson Report, developed by the Trustee's library consultant. The report recommended 12,000 gross SF considering 20 year growth. The proposed building was ultimately reduced in size (8,260 gross SF, in line with 10 year growth and a future community room) to reduce the project cost. Sheer McCrystal Architect's work has been completed through Design Development Phase of services. With Town vote defeat, their services are on hold.  
John Walden will provide copies of the Jackson Report to committee members.  
**Action by John Walden**
    4. John Walden noted that the Library's small size is adversely affecting collection size and programs. Several commented that new facilities can tremendously increase library usage. (Current library is 3,180 SF gross as recently measured, not 3,456 SF as previously published.)
    5. Rhonda noted that previous programming assumed a much faster Town growth rate than what has actually been experienced (Planning Board 1.74% per year since 1990).

6. Barbara reported that last year's library circulation analysis indicates 38% of the annual circulation is DVD, books on tape and cassettes. Is this an increasing trend away from print formats? John noted with an older user population, large print books are in demand and that collection has been growing. John provided circulation activity data for a portion of the month of May. Barbara suggested that since summer circulation increases so substantially with the summer residents, that July and August are separately analysed so that the monthly average for the remainder of the year doesn't get skewed.
  
- 1.3 Site Evaluation Team: In addition to Committee members, Mark Halsted, Randy Richards, Noce Goubert, Bruce Jennings and James Wassell will assist in site evaluation. The Site Evaluation Team will meet as needed to review and visit sites. Barbara noted that a standard for usable site size must be established to rate the properties under consideration. This can be done by analyzing the Ski Town site plan and earlier SGH Associates site concept plans.
  
- 1.4 Administrative Matters:
  - a. Meeting dates: Regular meetings to be held the second Wednesday of the month at 7 PM at the Safety Services Building.
  - b. Minutes Distribution: Minutes to be posted within 72 hours of meeting. As secretary, Barbara will provide minutes to John Walden for posting and distribution via the Town website and he will also post them on the Abbott Library website. [abbottlibrary.org/bc](http://abbottlibrary.org/bc)
  - c. Committee budget: Requests for expense funding shall be submitted to the Trustees for consideration.
  
- 1.5 Site Evaluation Criteria: Draft site evaluation criteria provided by Barbara was discussed. The group established weighting factors for each criteria. See attached revised document.
  
- 1.6 Volunteer / Suggestion Form:
  - a. Additions to Form:
    - Library website address.
    - What would you like to see in your library?
    - How would you and your family use the new library?
    - What other materials would you like to see in your library?
  - b. Ideas to optimize distribution and response rate:
    - Circulate at Town events
    - Make it available and submittable on-line.
    - Bulk mailing
    - Have available at the library and include with book check out procedure
  
- 1.7 Notes from May 16 2007 Public Forum:
  - a. Lisa reviewed Public Forum comments including suggestion to hire a consultant to help with this new effort. At this point, the Committee did not voice a need for any outside consultants.
  
- 1.8 Establish Building Site List:
  - a. Suggested Sites for Evaluation (no particular order) from the Community Forum, Committee and citizen suggestions sent to Lisa and Rhonda:
    - Painted Lady, Rte 11 across from old Community Store
    - Blodgett property, Lower Main St
    - Alexander property, Lower Main St
    - LSPA office property, Upper Main St
    - Old Town Hall, Upper Main St

Micro Precision, Main St and Rt 11  
Current Town Hall, Rt 103B (if Town Hall moves and expands)  
Property west of Sugar River Saving Bank, off Lower Main St  
Elementary School, School St (if new school is constructed)  
Pizza Chef property, Rte 11  
Sherburne Gym, Rte 11 (if new school is constructed)  
Veterans Field, Rte 11 (if new school is constructed)  
Expand current Library and site, Main St and Rt 11  
Henealt property, Lower Main St

Attachments: Site Evaluation Factors, dated 30 May 2007.

**Next Meeting Scheduled for June 13, 7 PM, Safety Services Building.**

End Meeting Notes.