

**Stowell Library Trustee Minutes  
Cornish Town Offices  
16 August 2022**

Members Present: Laura Cousineau, Susan Chandler, Dillon Gallagher, Kathi Patterson, Caroline Storrs, Heidi Jaarsma. Absent: Larry Dingee  
Citizens Present: Sandy Guest, David Aguiar, Nancy Newbold  
Zoom Attendees: Betty Caterino, Colleen O'Neill, Keith Mullane, Richard Scheuer, Judith Kaufman, Chris Surunis, Dave Fielder

Cousineau called the meeting to order at 6:30 pm.

1. Minutes -

The minutes of the July 19th meeting were approved as emailed. Jaarsma asked that the minutes of the July 23 Forum be revised to reflect what she had actually said. Storrs then moved to approve the minutes as amended; Patterson seconded; and all voted in favor.

2. Report on July Open Forum -

Chandler gave an overview of the Library Forum on July 23. She had counted about 43 community members plus the 8 committee members and felt that was more than we could hope for on an especially hot and muggy Saturday afternoon. She explained that the forum was scheduled to disseminate information on what the Library Exploratory Committee had done so far and to then give attendees a moment in time for questions and suggestions to the presenters on their presentations. Scribes Storrs and Chandler then presented the topics written on large sheets of paper. The topics included:

- What Are Your Needs for the Cornish Library and What Are Your Wants for the Cornish Library?*
- What Would You Like to Change About the Library? and What Would You Like to Never Change About the Library?*
- What Information Do You Need to Make a Decision as to Whether the Cornish Library Remains at the Stowell Building or Moves to the Store Building?*

The papers with the comments were then posted on the walls. The attendees were then asked to put colored dots (2 red dots on their most important comment and 2 green dots on a somewhat important comment. After the conclusion of the forum, Chandler tabulated the dots and found that the majority of the dots had been placed beside the *More space* comments and the *Place for human interaction* comment made by Kelly Parry.

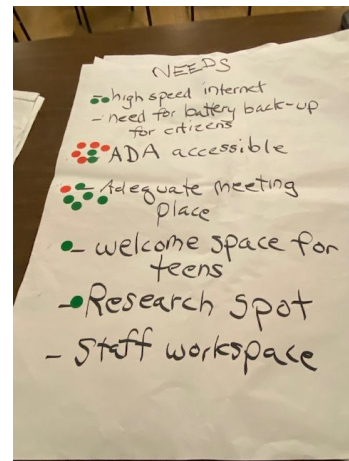
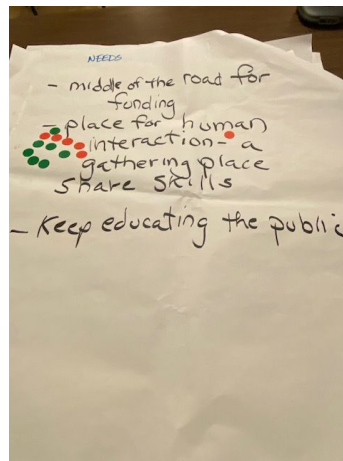
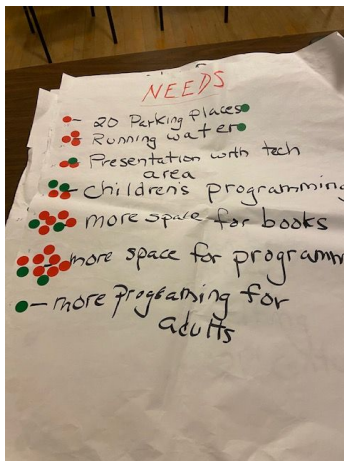
Chandler noted that the audience was a wonderful audience that was focused on a library, was creative, and that left her with a lovely feeling.

Cousineau added that, as a trustee, she was impressed by the enthusiasm. In addition, she felt that the last page asking for *What Information Do You Need to Make a Decision as to Whether the Cornish Library Remains at the Stowell Building or Moves to the Store Building?* was useful to determine what people wanted for information. The comment asking for an accurate

estimate of each project for operating costs, furnishing costs, and building costs received one green dot. Although the rest of the comments received no dots, they included expenses that may go up with increased programming; a timeline of projects; a list of programming options for each building; a list of projected revenue stream, expenses, cash flow; create an endowment for people to contribute to; a concise, succinct list of costs distributed before meetings; maintenance costs of everything; and show tax impact of taking property off the tax records. She also said that all costs will only be estimates.

Chandler added that the committee will not forget what people want.

Jaarsma suggested that pictures of the response sheets be taken so there will be a record in digital format of the papers and the dots. (Some are included below.)



Storrs noted that ADA and bathrooms were a given and some of the comments overlapped each other.

Patterson noted that New Hampshire does not have library standards but that Tom Ladd used the Wisconsin Public Library Standards as a guide for his Building Assessment Report.

### 3. Dates for future Open Forums -

Storrs said that the forum with MA+KE was penciled in for Tuesday, October 4. Several dates for the Banwell forum were discussed and Thursday, September 29, at 6:30 pm at the Cornish Town Hall was chosen as the preferred date. The Stowell librarian, Stephanie McAndrew, will be needed at both forums. Jaarsma will do the projector and screen setup for the architect's presentations. Storrs will be in charge of setting up the chairs. Alternate dates were Monday, September 19, and Wednesday, September 21. Storrs was to contact Banwell to confirm a date. When Storrs mentioned that we need to have a format for the forums, Cousineau said she wanted time to think about the agenda. Consensus was that there was no need for a moderator but that Storrs should outline the work of the Interior/Exterior subcommittee as to what requirements they had developed for a 21st century library. There was discussion as to how long the forums should be with Jaarsma suggesting the architects be contacted and asked how

long their presentation would take. Cousineau will ask MA+KE and Banwell for this info. Jaarsma will do the flyer announcements once the dates are set.

#### 4. Report on Survey -

Jaarsma explained that she, Chandler, and Patterson had used Tom Ladd's suggestions and updated them with info pertinent to Cornish. The survey ran from July 9th through July 26th and was available online via Survey Monkey through links posted on the Town website and in ConnectCornish with a spike in responses after the ConnectCornish link was published on July 11. It was also available in paper format at the Town Office and at the Stowell Library. 289 surveys were submitted - 238 via Survey Monkey and 51 via paper format. She presented the data from the surveys in a PowerPoint presentation and will post a PDF on the Committee's webpage with the results. The library trustees will also post the survey results on the Library's web page. Cousineau reminded everyone that there were conclusions that one could and could not draw from the data. Chandler felt that this was all useful data.

#### 5. Other subcommittee updates -

- Cousineau reported that her "soft costs" contact person has not gotten back to her.
- Chris Kennedy of MA+KE had emailed Storrs and Dingee that Trumbull Nelson's fee for a construction cost estimate for the Stowell renovation project would be \$3,300. Storrs felt it was important that the same estimator do both projects and noted that Chris Kennedy had quoted \$1,200 as the cost for this estimate and would contact TN and ask if they could adjust their \$3,300 fee. Storrs then asked Gallagher if the Selectboard could find the extra \$2,200 if TN did not adjust their fee. Gallagher was going to ask the Selectboard. Jaarsma suggested we start with the warrant article, see what has been spent and not spent, and go from there.

#### 6. Other business -

-Judith Kaufman asked several questions via Zoom chat. She wondered why the only renovation design plan that is currently being displayed at the library is the renovation of the old library and not the renovation of the Store. Aren't we voting on whether or not to accept the gift for the new library at our 2023 Town Meeting? Why are the plans for the old library even relevant at this time? She suggested that maybe we should display both proposed designs at the current library and added that the design for the old library doesn't include a single parking spot. She also wondered if the source documents that are used for the survey will be available in a public space?

-- Storrs asked about the Life Cycle Cost Analysis (Kennedy's term for the capital maintenance cost) information. It should be provided by the architects. Gallagher listed a schedule/cost for roof replacement, paint, moldings, and finish work as items on the LCCA. Jaarsma said Town's capital maintenance schedule could be adapted for this analysis.

7. Next meeting will be September 6<sup>th</sup> at 6:30pm at the Town Office building.

8. Cousineau adjourned the meeting at 8:01 pm.

Respectfully submitted, Kathi Patterson, Recorder