



## Meeting Minutes

**Meeting name:** EAST FALMOUTH LIBRARY BUILDING ADVISORY COMMITTEE

**Date:** August 21<sup>st</sup> 2025      **Time:** 3 PM

**Location:** Trustee Meeting Room, Falmouth Public Library, 300 Main Street, Falmouth, MA with Virtual option

**Host:** Jennifer McGrory / CHA

**Project No.** CHA # 098272

*The East Falmouth Library Building Advisory Committee may discuss and vote appropriate action on any item listed on this Agenda unless a different disposition is noted. At the discretion of the Chair, agenda items may be taken out of order.*

Library Building Advisory Committee Members Present: Judy Fenwick, Camille Romano, Chris Simmler – Chair, Jane Stimpson – Vice Chair, Christian Valle, Andrew Zimmerman  
Library Building Advisory Committee Members Absent: none

Others Present: Brian Stokes – Library Director, Meg Borden – Assistant Library Director, Peter Johnson-Staub\* – Assistant Town Manager, Noel Murphy - Project Manager OE, Jennifer McGrory\* – CHA Project Manager, Adith Reddy\* – CHA,  
\* *attended via Zoom*

Meeting called to order by C. Valle at 3:01 p.m.

- 1) Approve the minutes of the August 7, 2025 East Falmouth Library Building Advisory Committee (EFLBAC) meeting.

The committee reviewed the minutes. Andrew Zimmerman noted that notes regarding the increase in pollution in Mill Pond and notes regarding Site Selection were not included in the previous meeting minutes. CHA to include notes on pollution in Mill Pond and Site Selection in the previous meeting minutes. C. Valle motioned to approve the minutes of the August 7, 2025 EFLBAC meeting with adjustments noted. J. Fenwick seconded. Motion passed unanimously.

- 2) Public Comment:

- a) Peter Hargraves noted issues regarding site selection and the problems that might be faced if the Mill Pond site is finalized.
- b) Barb Schneider noted that the Mill Pond requires remediation for the odor to be cleared out if the Mill Pond site is finalized.



3) Site Plan Development:

- a) OEA noted that feedback from the Library Building Advisory Committee and the MBLC is being taken into consideration for site development.
- b) OEA noted that a porch at the entrance is recommended for addition. OEA working on addition of an entrance porch into the site plan.

4) Building Plan Development:

- a) OEA noted that they have worked on worked on 2 building plan options from the previous meeting. Both plans were shared during the meeting. OEA noted that feedback from the library advisory committee and the MBLC was taken into consideration while developing both building plan options.
- b) Plan Option 1 (Angled option) – noted that the meeting room and the children’s room will be adjacent to each other; meeting room to include movable chairs and tables. Service room recommended by OEA in the children’s room.
  - i) OEA noted that all staff rooms/offices will be on the 1<sup>st</sup> floor per plan Option 1.
- c) Plan Option 2 (Rectangular option) – OEA noted that the Multipurpose meeting room and the children’s room will be on opposite ends of the floor.
  - i) Plan Option 2 consists of a bigger entry porch. OEA noted that all staff rooms/offices will be on 1<sup>st</sup> floor in Plan Option 2 similar to Plan Option 1.
- d) OEA noted that the MBLC suggests the meeting room to be adjacent to the children’s room.
- e) OEA noted that the Building Plan (Plan Option 1 or Plan Option 2) will not affect the parking capacity for the library.
- f) The library advisory committee along with OEA preferred using the building massing/angle from Plan Option 1 and interior room organization from Plan Option 2 to develop the updated building plan for review during the next meeting.
- g) OEA noted that no staff rooms will be included in the basement level in both the new building plans shared during the meeting.



5) 3-Dimensional Study:

- a) Aerial view of the existing library was shared during the meeting by OEA.
- b) Aerial view of Building Plan Option 1 and Plan Option 2 was shared by OEA during the meeting.
- c) OEA confirmed that the building plans that were discussed would fit in the alternate site as well.

6) Community Forum Meeting:

- a) OEA noted that they are planning a community engagement meeting in the month of September. Date and location for the meeting to be finalized.
- b) OEA noted that meeting would be led by their team and advised the library advisory committee members to attend the meeting.
- c) B. Stokes and M. Borden to work on a date, agenda and set of questions for the community forum meeting.

7) Next Steps

- a) OEA to work on updating the site and building plan as per options discussed during the meeting.
- b) OEA to share the revised plan with the MBLC for comments.

J. Stimpson motioned to adjourn at 4:32 p.m. J. Fenwick seconded. Motion unanimous.

Exhibits presented at the meeting: Oudens Ello Architecture Building Advisory Committee Meeting #4 Presentation, dated August 21, 2025

*These minutes have been prepared by CHA Solutions. To the best of our knowledge these minutes are an accurate representation of the meeting named above. Notifications or clarifications to these minutes are to be made to [jmcgrory@chasolutions.com](mailto:jmcgrory@chasolutions.com) within 4 days of its receipt or they will be accepted as record.*