



Meeting Minutes

Meeting name: EAST FALMOUTH LIBRARY BUILDING ADVISORY COMMITTEE

Date: September 4th 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.

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

Others Present: Brian Stokes – Library Director, Meg Borden – Assistant Library Director, Peter Johnson-Staub* – Assistant Town Manager, Conrad Ellen *– Oudens Eilo, Noel Murphy - Project Manager OE, Jennifer McGrory – CHA Project Manager, Adith Reddy* – CHA,

* via Zoom

Meeting called to order by C. Simmler at 3:06 p.m.

1) Notification of Public Comment Time Limit & Rules:

- a) C Simmler noted the public has a time limit of 3 minutes per person to voice their opinion/comment.

2) Approve the minutes of the August 21, 2025 East Falmouth Library Building Advisory Committee (EFLBAC) meeting.

The committee reviewed the minutes. J Fenwick noted the motion to approve is from C. Valle. J. Stimson motioned to approve the minutes of August 21 2025 EFLBAC meeting with adjustments noted. J. Fenwick seconded the motion. Motion passes unanimously.



3) Public Comment:

- a) Joe Netto, East Falmouth Resident, noted that the site has a small footprint and hopes to provide a library large enough. J. Netto also noted about the meetings with Smitty's Ice cream about parking.
- b) Donna Mattison-Earles: Fellow Trustee of Library Board is an East Falmouth Resident and notes the library is well used.

4) Site Selection:

- a) C. Simmler suggested holding this item until the next meeting.

5) Building Plan Development:

- a) OEA summarized the MBLC and EFLBAC feedback.
 - i) feedback from EFLBAC –
 - (1) Option 2 program organization with Option 1 angled plan.
 - (2) Consider screened or enclosed porch in lieu of fully exterior porch
 - (3) Consider scale and materials of Cape Cod architectural style
 - (4) Can the existing reading garden be maintained
 - ii) MBLC Feedback: Shift study rooms away from the Meeting Room.
- b) OEA shared the site plan – no changes since the last meeting.
- c) OEA confirmed that the existing reading garden cannot be maintained with the Building Plan that is being developed.
- d) Architectural plan of the ground floor was shared by OEA during the meeting. The total proposed SF of the ground floor was 7,516 SF with the current total area of the existing library being 4,500 SF. OEA walked the Committee through the plan layout. Staff area layout has been relocated to improve the sightlines. Review of restrooms, as well as the security for the after-hour building separation. The committee requested the design team consider security options as well as layout of the Young Adult area.
- e) 2 entrances for the library (main entrance and the children's entrance) were included in the plan shared by OEA during the meeting.
- f) A basement plan was shared by OEA during the meeting. The proposed total area of the basement was 1,600 SF. OEA noted that the basement needs to be right sized with the Mechanical Engineers design calculations. A small book elevator can be considered for the library plan.



- g) The library committee noted that all site work is performed by the town DPW. It was noted that all equipment except the shovels and snow melt for site work and maintenance is brought by the DPW and is generally not stored on site at the library.
 - h) The library committee noted that the meeting room is primarily a library program room and will also be used as a community room.
 - i) The library committee noted that a building of 10,000 SF is the trigger for the Cape Cod Commission review.
 - j) An updated iteration of the 3D massing of the new proposed building along with the aerial views of the existing library were shared by OEA during the meeting.
 - k) OEA noted that the Porch at the back of the library is integrated into the building and not an outdoor space. A covered entry porch was suggested by OEA at the front of the building.
 - m) Preliminary 3D renderings of the library entrance porch were shared by OEA during the meeting.
- 6) The EFLBAC suggested a meeting on 9/11 at 3pm to review a letter to the Board of Trustees and the Selectboard. The meeting is suggested to consider approval of the letter to the Board of Library Trustees and the Select Board for Site Selection.
- 7) Community Forum Meeting:
- a) OEA noted that they are planning a community engagement meeting in the month of September at East Falmouth Elementary.
 - b) It was noted that the Community engagement meeting must follow meetings with the Board of Library Trustees and the Selectboard and a site needs to be finalized prior to the community engagement meeting; aiming to be on the Selectboard Agenda for 9/22/2025. September 25th or 30th at 6pm are considered as potential times for the Selectboard Meeting.
 - c) Date and location for the Community Engagement meeting to be finalized.



8) Next Steps

- a) Meeting scheduled for September 11th 2025 at 3pm to finalize the Site selection process and review the document to be shared with the Select Board.
- b) OEA to share the revised plan with the MBLC for comments.

J. Stimpson motioned to adjourn at 4:20 p.m. J. Fenwick seconded. Motion unanimous.

Exhibits presented at the meeting: Oudens Ello Architecture Building Advisory Committee Meeting #4 Presentation, dated September 4, 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 within 4 days of its receipt or they will be accepted as record.