



Meeting Minutes

Meeting name: EAST FALMOUTH LIBRARY BUILDING ADVISORY COMMITTEE

Date: September 18 2025 **Time:** 3 PM

Location: Bay 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, Chris Simmler * – Chair, Jane Stimpson – Vice Chair, Christian Valle*, Andrew Zimmerman, Camille Romano
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, Conrad Ello – Principal OE, Jennifer McGrory – CHA Project Manager, Adith Reddy* – CHA
* attended via Zoom

Meeting called to order by J. Stimpson at 3:01 p.m.

J. Stimpson was acting chair of this meeting.

- 1) Notification of Public Comment Time Limit & Rules:
 - a) J. Stimpson noted the public has a time limit of 3 minutes per person to voice their opinion/comment.
 - b) Three minute timeline per person for public comment to be added to the agenda.

- 2) Approve the minutes of the September 4, 2025 and September 11, 2025 East Falmouth Library Building Advisory Committee (EFLBAC) meeting.

The committee reviewed the minutes.

9/4/ meeting mins –

9/11 mins were amended

A Zimmerman motioned to approve the minutes of September 4, 2025 and September 11, 2025 EFLBAC meeting with adjustments noted. J. Fenwick seconded the motion. Motion passes unanimously.



3) Public Comment:

- a) No Comments for the meeting on September 18th, 2025.

4) Building Plan Development:

- a) OEA Presented the previous design shown at last meeting. Feedback from the MBLC was summarized by OEA. An internal working meeting was hosted with the MBLC. MBLC is supportive of the progress of the feasibility study.
- b) OEA shared the site plan – Noted were slight dimensional changes however it remains respectful of the zoning requirements and the coastal bank line. Parking quantity remains unchanged.
- c) Architectural plan of the ground floor was shared by OEA during the meeting. OEA reviewed the plan revisions. Sightlines have been improved. The screened in porch was added back into the plan. Revisions to the staff area for improved flow.
- d) Members of the Library Advisory Committee noted that the Library meeting room should be renamed to the Library Program Room, multipurpose room. This room has a second door that is emergency egress only for additional room capacity.
- e) OEA confirmed that the existing reading garden cannot be maintained with the Building Plan that is being developed to replace the reading garden.
- f) OEA noted that a bookdrop room in the program is missing. OEA is reviewing locations for the bookdrop room to be added into the program.
- g) Preliminary 3D renderings (interior and exterior) of the library were shared by OEA during the meeting.
- h) OEA noted that the design will be Solar Ready. Falmouth has adopted the stretch code. P Johnson-Staub notes the Town encourages solar. Cape Light Compact should be consulted. J McGrory will contact them to begin the conversation. C Ello noted the MBLC Green Library Incentive will be reviewed for this project potential to receive additional state funding.
- i) Large windows may need to consider bird safety and window treatments. Review of the Energy Efficiency of the glass will be reviewed.
- j) Design alternatives of the roof massing alternatives were presented.
- k) C Valle noted that the new library design is for a 9,000 sf building and not a residential scaled building.



- l) A Zimmerman asks if the shelving counts meet the goal. The design team is working to confirm this. B Stokes notes that the library building program requests as many non-fixed shelving to meet the long-term community needs.
 - m) M Borden notes a branch library has minimal staff. Sightlines to the circ desk from the library directors office should be included.
 - n) The library committee noted that the Business center does not need a workstation, it should accommodate printers only.
 - o) OEA notes that the count for the number of restrooms is determined by the plumbing code.
- 5) Community Forum Meeting: Confirm Date, Location, Agenda, Materials to present
- a) J McGrory described the format of the community meeting. 9/30, 6-7pm. Meeting to take place at the East Falmouth elementary school in the cafeteria/auditorium space.
 - b) A 20 min presentation by OEA, followed by some breakout groups is planned for the Community Meeting.
 - c) B Stokes to share the 5 key points from the Gale Associate report during the meeting.
 - d) A second community engagement meeting to be planned in the beginning of November to share additional design development.
 - e) The library committee noted that the AV in room can be problematic. Project team looking to supplement with borrowed equipment.
 - f) The library committee noted that the East Falmouth Village Associate is looking for more information on the event.
 - g) A Zimmerman requests signage be put up in the library this week
 - h) P Johnson Staub notes the history of the grant application included multiple sites in Falmouth and submitted 2 options. P Johnson Staub noted that the first thing the committee did was establish viability of the existing site.
 - i) Timeline can be made available. J Fenwick wants to update the timeline with additional information.
 - j) OEA to prepare a draft of the 20 min presentation by next Thursday.
 - k) The owner of Smitty's Ice Cream will be invited to the Community Meeting. Meeting to be scheduled between the Owner of Smitty's and the Library Committee. An MOU on shared use of the parking for December will be sought for the report.



6) Next Steps

- a) OEA to prepare a draft of the 20 min presentation by next Thursday.
- b) OEA to share the revised plan with the MBLC for comments.

A Zimmerman motioned to adjourn at 4:30 p.m. J Fenwick seconded. Motion unanimous.

Exhibits presented at the meeting: Oudens Ello Architecture Building Advisory Committee Meeting #6 Presentation, dated September 18, 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.