

Re-engagement in Ilsley Public Library Renovation/Expansion Project

Draft Charge to Design Team

July 2021

1. Charge

Develop design options that fulfill the vision statement provided below, accomplishing the goals of as many of the building pillars as possible.

VISION STATEMENT

The new Ilsley Public Library will be a welcoming, accessible, and safe community hub with the flexibility and sustainability to enrich community members' lives now and into the future.

PILLARS

- WELCOMING: Design, entrances, and light, open spaces invite everyone in and create a welcoming atmosphere with opportunities to be greeted directly.
- ACCESSIBLE: All spaces, interior and exterior, allow for and support inclusive participation for all community members.
- SAFE: All spaces prioritize the physical safety and health of staff and community members.
- COMMUNITY HUB: The building provides comfortable places for community members to gather, connect, collaborate, and learn together.
- FLEXIBLE: Spaces are able to accommodate shifting programmatic, technological, workflow, and collections needs into the future.
- SUSTAINABLE: The new building makes efficient use of energy, water, and through excellence in design, construction, and maintenance.

2. Key action items

- a) Review and evaluate 2017 report and records of the previous Library Building Committee
- b) Review best practices in library design and construction
- c) Engage architect
- d) Assess current building needs (structural and programmatic)
- e) Present alternative designs at multiple price points
- f) Solicit public feedback
- g) Make recommendation to Trustees/Selectboard

Note, the Trustees envision two separate groups apart from the design team

- a) A community engagement team to solicit community feedback and involvement
- b) A funding team to explore a variety of funding options

These groups would be formed and convened after the design team is up and running.

3. Proposed timeline

12–18 months.

4. Reporting

The team should provide brief written reports to the Selectboard and to the Ilsley Public Library Board of Trustees on a monthly basis and more detailed reports as warranted or when reaching key decision points.

5. Meeting frequency

The full team will meet semi-monthly (every two weeks). Subgroups may meet more frequently.

6. Proposed team composition and size

Library Director, one additional town staff member, 1–2 members of the Trustees, 1–2 members of Selectboard (either as full members or as liaisons), 1–2 members of the public. This composition would result in 5–8 members total, depending on how staff are counted and whether there are 1 or 2 members of the Trustees, Selectboard, and public.

7. Resources

The team should draw on the following resources:

- a) 2017 report including engineering reports, site analysis, program analysis, and proposed design direction
- b) Records, plans, and experience of 2014-2017 Library Building Committee
- c) 2020 building needs as prioritized by the Ilsley Trustees
- d) 2020 Downtown Master Plan
- e) Expertise of town staff including library, planning, and public works
- f) Expertise from members of the community including DRB and Planning Commission
- g) Expertise of a professional architecture firm
- h) The library funding team and community engagement team

8. Alignment with Downtown Master Plan

The team should refer to the Downtown Master Plan for guidance and confer as needed with the Director of Planning and Zoning to ensure that any proposed design plans are aligned with the Downtown Master Plan.

9. Potential partnerships

The team is encouraged to explore possible partnerships, either public or private, and to propose possibilities for program enhancement and potential cost-sharing purposes.

10. Architectural assistance

At an appropriate juncture the team will develop an RFP to engage an architect to to guide the team in its thinking about design needs and constraints and to propose modified or new designs. The team will recommend an architect to the Selectboard for approval.

11. Design team budget

In 2017 the Selectboard set aside \$25,000 for a fundraising feasibility study. The Trustees propose putting these funds at the disposal of the design team for FY 2022 and potentially budgeting additional capital funds for planning/design purposes for FY 2023. As a great deal of groundwork was completed by the previous building committee and architect (site analysis, engineering reports) the main fees are likely to be for architectural expertise.

12. Guidance on overall project budget and costs

The team and selected architect should present multiple design options at different cost points, with explanations of the benefits and drawbacks of each.

13. Public feedback and involvement

The design team should actively and regularly solicit feedback and involvement of the public on matters of both design and cost.

14. Site and location

The design team should focus its efforts on renovating and possibly expanding the existing library building as an important anchor destination on Main Street in downtown Middlebury.

15. Next steps following report

When a design is recommended the Trustees and Selectboard will approve or disapprove of the proposed project. When a proposed design is approved, the Trustees anticipate the need for a bond vote, in addition to a fundraising campaign and potential state, federal, and private sources of grant funding and/or through any potential partnerships that are developed as part of the design process.