



Meeting Date: July 28, 2008 @ 5:30 p.m.  
Issue Date: August 19, 2008

**CROZET LIBRARY**  
Albemarle County, Virginia

**STEERING COMMITTEE MEETING – NUMBER TWO (2)**  
Grimm and Parker Project No. 20626.00

**ATTENDANCE**

Steering Committee Members attendance:

		<b><u>Phone Number</u></b>	<b><u>Email</u></b>
Ken Boyd	Albemarle County		<a href="mailto:kboyd@albemarle.org">kboyd@albemarle.org</a>
Brian Elliott	Albemarle County	434.296.5841	<a href="mailto:belliott@albemarle.org">belliott@albemarle.org</a>
Pamela Grammer	Citizen		<a href="mailto:shosin@ntelos.net">shosin@ntelos.net</a>
John Halliday	Jefferson Madison Reg. Library	434.979.7151	<a href="mailto:halliday@jmrl.org">halliday@jmrl.org</a>
Kathleen Jump	Crozet Community Association	434.823.7878	<a href="mailto:jump@virginia.edu">jump@virginia.edu</a>
Russell Lafferty	Downtown Business Association	434.823.2886	<a href="mailto:mlafferty@earthlink.net">mlafferty@earthlink.net</a>
Bill Letteri	Albemarle County	434.872.4501	<a href="mailto:bleteri@albemarle.org">bleteri@albemarle.org</a>
Thomas Loach	Albemarle County	434.823.0264	<a href="mailto:tloach@albemarle.org">tloach@albemarle.org</a>
Ann Mallek	Albemarle County	434.977.9666	<a href="mailto:amallek@albemarle.org">amallek@albemarle.org</a>
Wendy Saz	Jefferson Madison Reg. Library	434.823.4050	<a href="mailto:wsaz@jmrl.org">wsaz@jmrl.org</a>
William Schrader	Crozet Library Fundraising Comm.	434.823.8420	<a href="mailto:lvrbro@embargmail.com">lvrbro@embargmail.com</a>
Charlotte Self	PVCC Director of Circulation	434.293.9236	<a href="mailto:cself@pvcc.edu">cself@pvcc.edu</a>
Terry Tereskerz	Crozet Comm. Advisory Council	434.977.7977	<a href="mailto:ttereskerz@bttlaw.com">ttereskerz@bttlaw.com</a>
Tim Tolson	Jefferson Madison Reg. Library	434.243.6592	<a href="mailto:ftjtolson@yahoo.com">ftjtolson@yahoo.com</a>

Others in attendance:

Jim Boyd	Hayward Boyd Architects	434.296.5353	<a href="mailto:jboyd@hbapc.com">jboyd@hbapc.com</a>
Nina Brackett	Albemarle County	434.872.4501	<a href="mailto:nbrackett@albemarle.org">nbrackett@albemarle.org</a>
Lee Catlin	Albemarle County	434.296.5841	<a href="mailto:lcatin@albemarle.org">lcatin@albemarle.org</a>
Lindsay Harris	Albemarle County	434.872.4501	<a href="mailto:lharris@albemarle.org">lharris@albemarle.org</a>
Melanie Hennigan	Grimm + Parker Architects	301.523.0007	<a href="mailto:mhennigan@gparch.com">mhennigan@gparch.com</a>
Rebecca Ragsdale	Albemarle County		<a href="mailto:rragsdale@albemarle.org">rragsdale@albemarle.org</a>
Sara Temple	Albemarle County		<a href="mailto:stemple@albemarle.org">stemple@albemarle.org</a>
Todd Willoughby	Grimm + Parker Architects	703.903.9100	<a href="mailto:twilloughby@gparch.com">twilloughby@gparch.com</a>

**DISTRIBUTION**

All attendees

**GENERAL INFORMATION:**

Steering Committee meeting attended by architect and representatives of Albemarle County.

**ITEMS DISCUSSED:**

1. Bill Letteri began the meeting with brief introductions and a recap of items discussed at Steering Committee Meeting #1. Bill requested that Committee Member correspondence be issued to his office and not be sent directly to the Architect.
2. John Halliday presented a PowerPoint slide show highlighting current trends experienced in the James Madison Regional Library system, noting that JMRL is one of the busiest library systems per capita while efficiently maintaining a low staff to user ratio.

3. Wendy Saz presented a PowerPoint slide show highlighting the current Crozet Library facility, noting high circulation rate per capita and the library's many public programs.
4. Melanie Hennigan presented a PowerPoint slide show highlighting current trends experienced by Grimm + Parker Architects through working with multiple governmental jurisdictions.
5. Lee Catlin discussed the Crozet Master plan and distributed a handout updating the project background information.
6. Rebecca Ragsdale presented a PowerPoint slide show describing specific requirements of the recent rezoning of downtown Crozet.
7. Melanie Hennigan presented an analysis of the library site and (3) site plan schemes highlighting possible building footprint sizes, parking lot size and location, site access, building entrance points, delivery and service areas.
8. Bill Letteri discussed the project's goal to achieve a level of LEED certification and Sara Temple gave an overview of LEED intent, scoring system and documentation.
9. Melanie Hennigan discussed the formation of Guiding Principles for the project. She posted the handwritten sheets with Committee Members' responses to the question posed at the first Steering Committee Meeting "What would make this project a success for you, the community or a loved one?", and asked everyone to prioritize their most important comment or comments with a series of (3) checkmarks. She stated checkmarks could be allocated to one comment if desired, or distributed among up to (3) comments. Committee Members began the process of forming Guiding Principles for the project by allocating their (3) checkmarks. Results of that exercise are described in the Guiding Principle Allocation attachment.

**SCHEDULE:**

Next Steering Committee Meeting will be held on Monday, August 25<sup>th</sup> at 5:30pm at a location to be determined. Remaining meetings will be scheduled for the last Monday of each month until December 2008.

***If your understanding of the items in this meeting is different from the listed above, please do not hesitate to call.***

Author: Todd S. Willoughby / Melanie Hennigan

Attachments:

*Attendee Sign-In Sheet*

*Guiding Principle Allocation*

J:\proj2\2006\20626\docs\04-Meeting Minutes\Crozet Library 07.28.2008 Steering Committee mtg.doc

**GRIMM + PARKER ARCHITECTS**

Calverton, MD     Bethesda, MD     McLean, VA  
 301-595-1000 (P)    240-223-0500 (P)    703-903-9100 (P)  
 301-595-0089 (F)    240-223-0510 (F)    703-903-9755 (F)

JOB \_\_\_\_\_

SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_

CALCULATED BY \_\_\_\_\_ DATE \_\_\_\_\_

CHECKED BY \_\_\_\_\_ DATE 7/28/2008

SCALE \_\_\_\_\_

**CROZET LIBRARY SIGN-IN SHEET**

NAME:	REPRESENTING:	EMAIL:
TODD WILLOUGHBY	GRIMM + PARKER ARCHITECTS	TWILLOUGHBY@GPARCH.COM
Charlotte Self	U Va Library	cself@prcc.edu
Pam Grammer	Citizen/Library	shoshin@ntelos.net pgrammer@jmrl.org
Tom Koach	Planning Commission	TKOACH@VIRGINIA.EDU
TERRY L. TERESKERZ	CCAL (CROZET COMM. ASSESSORIAL COUNCIL)	TTERESKERZ@GTHAW.COM
Horween Jump	1006 Half Mile CROZET COMM. ASSN.	jump@virginia.edu
Byan Elliott	County Executive's Office	belliotto@albemarle.org
SARAH TEMPLE	COUNTY OF ALBEMARLE	stemple@albemarle.org
Lee Catlin	Albemarle County	lcatlin@albemarle.org
Rebecca Ragsdale	County of Albemarle	rragsdale@albemarle.org
Melanie Hennigan	Grimm + Parker Architects	mhenhigan@gparch.com
JIM BOYD	HB ARCHITECTS	jboyd@hbapc.com
JOHN HALLIDAY	JMRL	halliday@jmrl.org
Wendy Sza	JMRL	wsza@jmrl.org
WILLIAM SCHRAEDER	LIBRARY FUND RAISING	WSCHRAEDER@EMBARCMAIL.COM
McLafferty	Crozet Downtown Assoc.	mlafferty@embarr@mail.com

<u>NAME</u>	<u>REPRESENTING</u>	<u>e-mail</u>
Tim Tolson	JMRL, CCAC	TTTolson@gmail.com
Kew Boyd	BOS	KBOYD@ALBEMARLE.PEAB
ANN MALLEK	BOS	amallek@albemarle.org
Bill Letten	COA	bletteri@albemarle.org
Lindsay Harris	COA	lharris@albemarle.org
Nina Brackett	COA	nbrackett@albemarle.org

**Crozet Library  
Steering Committee Meeting  
28 July 2008**

**Committee Voting on Guiding Principles**

At the end of the last meeting we asked people to vote on ideas that were expressed the July 1<sup>st</sup> Steering Committee Meeting. Here is how people voted:

<b>Number of Votes Recieved</b>	<b>Ideas articulated by Committee Members at the July 1<sup>st</sup> Steering Committee Meeting</b>
2	1. Connection between people who work in the library and the people who come there.
2	2. Gathering place for teens a. Computers b. Books
8	3. Developing a sense of community identity, library can do that.
1	4. Bringing downtown back to life.
4	5. Most important building for some time. A focal point – inviting great interiors – destination.
2	6. Bring the outdoor in to help establish Crozet identity.
	7. Multi-Generational a. Grandparents b. Kids
1	8. A destination that brings people from outside of just Crozet – a regional draw.
2	9. Kids and teens will think this is what our government has done – sustainability.
	10. Quiet space – cell phone free!
	11. Capture a view-shed - the mountains.
	12. Current library has a train window – Are we still going to see the trains?
	13. Would love to go to a meeting in downtown Crozet. a. A social center b. A cultural center c. A lifelong learning center
	14. Not a typical library
2	15. Reflect the heritage of Crozet a. Past b. Tradition

	c. Sense of Identity
4	16. Library needs to meet all the State standards of VA (i.e. space, etc.)
1	17. Have kids grow up and say they had excellent libraries 18. The public feels it is their building. 19. Accessible to all ages 20. Place together – freedoms of speech and assembly. 21. This is an incredible opportunity for all income levels.
3	22. Great place for public and staff.
1	23. This is my library. 24. A 21 <sup>st</sup> century library that will set a new standard for VA. 25. Diversity – people of all types are invited there from all areas.
3	26. Crozet library needs to serve all western Albemarle 27. No challenge (LOL) needs to fit downtown in character
1	28. Modern library 29. A sense of permanence for the ages. 30. Teens in the library 31. Have a focus group with teens 32. Exposed construction – so people can see and emulate. 33. A display area for heritage
1	34. Things that draw young kids and families; parents and child 35. Excited there will be a public building in downtown Crozet.
4	36. A space that will support a variety of functions a. Poetry b. Jugglers c. Dance
1	37. Something that goes smoothly – first project in Crozet District. 38. Go thru ARB once. 39. Great and friendly and helpful staff. 40. Think of the library as part of a bigger system – where lots of other things (and some of these things) will happen too. 41. Lack of parking in downtown Crozet. 42. Village Concept 43. Bike racks and walking 44. Green building design 45. Crozet is a very intimate place – keep that. 46. Facilitate young people on bikes. 47. Design parking area with landscape – minimize. 48. Van and possibly bus accessibility. 49. Articulate guiding Principles for this project.
4	50. Somehow foster relationships between Crozet “old timers” and those new to Crozet (developments). <i>From 28 July meeting</i>

**Here are the ideas which received the greatest number of votes:**

Developing a sense of community identity, library can do that 8 votes

Most important building for some time. A focal point – inviting great interiors – destination 4 votes

A space that will support a variety of functions  
a. Poetry, Jugglers, Dance 4 votes

Library needs to meet all the State standards of VA (i.e. space, etc.) 4 votes

Somehow foster relationships between Crozet “old timers” and those new to Crozet (developments) 4 votes

Great place for public and staff 3 votes

No challenge (LOL) needs to fit downtown in character 3 votes