

Maine State Library

Digital Maine

Library Documents

Maine State Library

6-2000

Maine State Cultural Building Renovation and Expansion Needs Assessment Request, June 2000

Follow this and additional works at: https://digitalmaine.com/msl_docs

Maine State Cultural Building

Renovation and Expansion Needs Assessment Request June 2000

The 30-year old Maine State Cultural Building houses the Maine State Archives, Maine State Library, and the Maine State Museum. It attracts over 200,000 visitors each year and is, especially for tourists, the symbol of the State's commitment to cultural services and research.

The physical plant is aging not very gracefully. Not only does it exhibit cosmetic deterioration, but both external and internal deficiencies are accelerating damage with potentially severe consequences. For example, cracks and lack of protection for other openings allow water, then ice to form in the shell inducing additional damage. Internally, the water system has failed frequently with minor problems so far; a major failure could destroy important book, records and artifacts.

The building was not designed to accommodate current technology and the conduits necessary to carry information throughout. The growth in public use and collections in the past 30 years has placed continuous strain on the physical plant.

CONTENTS

Earlier Communications

May 10, 1996 Re: cleanup and Maintenance of the Maine State Cultural Building
April 9, 1998 Re: Master Planning for the Maine State Cultural Building
June 26, 2000 Re: Deterioration of the Maine State Cultural Building exterior and shared interior areas
August 12, 1988 Memo to Archives Staff: "Potential Expansion of the Cultural Building"

Initial Needs Estimates

Maine State Museum
Maine State Library
Maine State Archives
Photographs, June 2000

Draft Contract

Exhibit A Defining the Scope of Work for "Space Programming and Master Planning"

MEMORANDUM

MAINE STATE LIBRARY - MAINE STATE MUSEUM - MAINE STATE ARCHIVES

TO: Janet E. Waldron, Commissioner of Finance and Administration
Elaine L. Clark, Director, Bureau of General Services

FROM: J. Gary Nichols, State Librarian *J. Gary Nichols*
Joseph R. Phillips, Museum Director *Joseph R. Phillips*
James S. Henderson, State Archivist *James S. Henderson*

DATE: June 26, 2000

SUBJECT: Renovation and Expansion of the Maine State Cultural Building

ATTACHMENTS: (A) Memorandum: Nichols, Phillips, and Henderson to Warren Swetz; Dated May 10, 1996; concerning Clean-up and Maintenance of the Maine State Cultural Building

(B) Memorandum: Nichols, Phillips, and Henderson to Warren Swetz; Dated April 9, 1998; concerning Master Planning For the Maine State Cultural Building

(C) Deterioration of Maine State Cultural Building exterior and shared interior areas, dated June 26, 2000

Current renovation work on the Cross Office Building and Maine State House, demolition of the old Education Building, landscaping and roadway revisions will bring most of State House Complex (the heart of "Campus West") up to an excellent standard for the century.

The Maine State Cultural Building is in need of renovation and repairs. The Library, Museum, and Archives all have programmatic requirements for proper service to our clients in the years ahead. Some of these requirements can best be met by a physical expansion of the Cultural Building.

Please refer to attachment (A) for four maintenance requests made to the Bureau of General Services in 1996. Only the first request, removal of six evergreen trees in tubs, was fulfilled. Refer also to attachment (B) requesting the Bureau to initiate a study of the long term renovation and expansion needs of the agencies as they relate to the Cultural Building.

Attachment (C) is a new list of deteriorated elements of the exterior and shared areas of the building which deserve a systematic study prior to planning for a building renovation and expansion project.

We wish to thank you both for your support of facilities master planning, better service for visitors to the State House Complex, and specifically for planning work needed prior to renovation and expansion of the Cultural Building.

We look forward to meeting with you today to kick off this effort.

25
|| Years ||
Maine State Cultural Building
1971~1996

ATTACHMENT A

May 10, 1996

Mr. Warren Swetz
Director, Bureau of General Services
77 State House Station
Augusta, Maine 04333-0077

The Maine State Cultural Building which houses our agencies was funded through a referendum which was passed by the voters in 1966. Design and construction were overseen by a special Maine State Cultural Building Authority which functioned from 1968-1971 when the building was dedicated. Mr. Niran C. Bates, a predecessor of yours as Director of Public Improvements, was Chairman of the Authority.

June of this year marks the 25th anniversary of our agencies in the Cultural Building. We are planning a re-dedication ceremony with former Governor Ken Curtis, Janet Waldron representing Governor King, and others. This will take place on Saturday, June 29, 1996 when we will open a small exhibit in our inner lobby which will include a model of the Capitol Complex. Closer to that day you will be invited to attend.

As the snow melted and we began thinking of this event the advisability of some modest clean-up and maintenance became apparent. We would like your help with some of these:

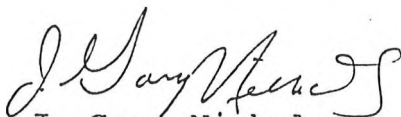
1. Six evergreen trees in tubs at the entrance must be removed. The trees may be re-planted by you anywhere they could prove useful. The tubs, if emptied, we would like stored with others of their type in the former athletic field in Hallowell.
2. Exterior Caulking and Painting is needed. Window embrasures in the Archives and Library wings, and the exterior walls of these wings, have lost stucco,

caulking and paint. Repairs were requested two years ago but have been largely deferred. Repairs made now will avoid more costly problems in the future.

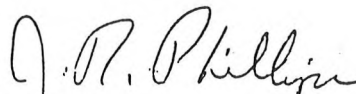
3. Pink granite walls in the Atrium need cleaning. It appears that the masons never cleaned the stone after the Atrium was built. The grime of several years has made this look worse. This is beyond the scope of normal custodial work.
4. Fifth floor Parapet needs washing. The highest level of the building exterior is streaked with black stains which can be removed with soap and water.

We will be very pleased to meet with you to discuss this work.

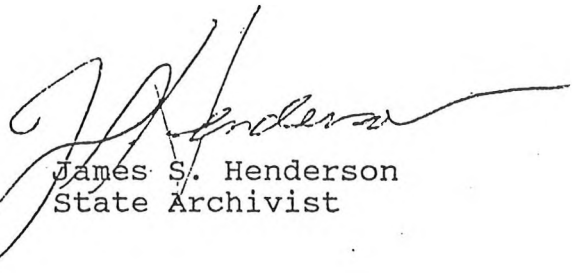
Yours sincerely,



J. Gary Nichols
State Librarian



Joseph R. Phillips
Museum Director



James S. Henderson
State Archivist

MEMORANDUM

Maine State Library - Maine State Museum - Maine State Archives

TO: Warren Swetz, Director, Bureau of General Services

FROM: J. Gary Nichols, State Librarian
James S. Henderson, State Archivist
Joseph R. Phillips, Museum Director

DATE: April 9, 1998

SUBJECT: Master Planning for the Maine State Cultural Building

We wish to formally request that the Bureau of General Services provide \$16,900 to fund the architectural firm SMRT to perform a study of the long term renovation and expansion needs of the Maine State Cultural Building.

This building is a key part of the Capitol Campus and serves over 200,000 visitors each year. The upcoming renovation of the State House and reconstruction of the State Office Building, if followed up by an upgrade to the Cultural Building, parking, and landscaping, will give Maine citizens a complex of which to be proud.

In order to have to basic answers ready when questions are asked about the next phase of this grand plan, we wish to work with you on space programming and building design. To properly fit into the Master Plan, and to develop the most effective solutions to known problems, we feel the architects of SMRT can best assist us at this time.

DETERIORATION OF THE MAINE STATE CULTURAL BUILDING
EXTERIOR AND SHARED AREAS
June 26, 2000

Based on an informal tour by J. Gary Nichols, State Librarian; Joseph R. Phillips, Museum Director; and James S. Henderson, State Archivist, the following list includes only problems visible on the surface of the structure, no testing was undertaken.

Nearly all problems have been present for some years. Growth of floor cracks in the Atrium seems to be accelerating, with the other items steadily getting worse with each season.

SHARED INTERIOR AREAS

Inner Lobby:

- Carpet needs replacement.
- Walls need paint.
- Public Restrooms have broken wall tiles.

Atrium:

- Floor cracks accelerating over past three years. (What is causing this?)
- Ceiling stains and plaster damage from previous roof leaks.
- Granite walls and columns stained.
- Caulking missing from parts of granite walls.
- Weather strip material missing from exterior doors.

EXTERIOR

North Side:

- Walkways need redesign, not just repair. This should be part of overall landscaping plan especially if Civilian Conservation Corps monument is to be added. Three different surface materials currently in use.
- Granite curbstones badly broken.
- Exterior overhang of Atrium is cracked and stained.
- Building stucco crumbling and missing around windows.
- Caulking missing from parts of granite and stucco wall sections.
- Painted sections faded and deteriorated.
- Foundation coating material damaged or missing.
- Softstone on higher sections badly stained.

West Side:

- Exterior glass and metal doors deteriorated. (Winter condensation permits ice to form on some fire exit doors.)
- Stucco, caulking, painted sections, foundation coating same as North Side.

South Side:

- Library wing foundation cracked.
- Stucco, caulking, foundation coating same as North Side.

East Side:

- Loading dock area damaged. (Some modern delivery trucks are too tall for the overhang.)
- Retaining wall projecting from the Library section, a continuation of the foundation, has cracked and crumbling surface material.
- Foundation on this side lets water enter the Library.
- Stucco, caulking, foundation coating same as North Side.

**STATE OF MAINE
MEMORANDUM**

TO: Division Directors
FROM: Jim Henderson
DATE: August 12, 1988
SUBJECT: Potential Expansion of Cultural Building

Today I was contacted by Architect Steve Moore of Brunswick who indicated that he was working with the heads of the four "cultural agencies" (Library, Museum, Arts and Historic Preservation Commissions) to develop a preliminary proposal to expand the Cultural Building.

While no commitments have been made, both Governor McKernan and Commissioner Eve Bither have given informal approval for a preliminary presentation suggesting what an expansion of the building might entail in terms of program expansion, etc.

A very early allocation of space in such a proposal set the Archives with an additional 8,000 square feet. I indicated some options for the use of additional space to Moore. We should think more about this on Monday and Tuesday so I can give him a firmer written basis for the Archives future needs. I will call an ad hoc Directors Meeting once I see what your schedules permit.

My suggestions:

1. Additional archival storage space (if court records descend) - 5,000 c.f.? I will ask legislature to consider the storage conditions in municipal and county facilities - one option, State Archives for inactive, archival local records.
2. Expanded search room area for microfilm use, possible combined Archives-Library genealogical center?
3. Expanded administrative space for a separate computer area upstairs.
4. Expanded lab space (if more personnel)
5. Records Management?

**MAINE STATE MUSEUM
CULTURAL BUILDING EXPANSION AND MODIFICATION NEEDS**

.Year 2000 Cover Note to August 1997 "Initial Considerations".

The original list is a brainstorming exercise to share with the architects hired for a systematic study of needs. The items below note actual changes since the original brainstorming took place.

Storage Space:

- Gun storage units now built.
- Painting storage system privately funded.

Technology Applications:

- Intra net in place.

Exhibit Space:

- Large temporary gallery nearly ready for the first show: Maine Glass, built with assistance of BGS.

Public Access and Other:

- Museum Store expanded in 1999.

Maine State Museum
Cultural Building Expansion and Modification Needs
Initial Considerations - Ideas from Museum Commission and
Staff as well as Friends Board and Staff - August 1997

The following headings are an adaption of the Archives format with some ideas from the Long-Range Planning process noted to be sure they are included.

Items with * indicate area of potential mutual interest with other agencies.

Storage Space (Cultural Building only)

- . Photographic Collection expansion space and storage units
- . Painting storage units
- . Archaeology and ethnographic collection expansion
- . Gun storage units
- . Expanded Registrars and Exhibit data storage

Storage Environment

- * Improved control over temperature, humidity, light and dust
- . Walk-in fumigation chamber
- . Cold storage for photographic negatives and other items

Technology Applications

- . Add ability to network with databases of other museums
- . Interactive exhibitry: virtual reality for Historic and Pre-historic environments
- . Computer at front desk (one use: tracking visitor attendance)
- . Upgrade lighting in lab areas
- . Technology Lab, for interactive programs, video tours, classes, web accessible exhibits & programs
- . Intranet with expanded information available to staff and appropriate researchers

Exhibit Space

- . Large temporary gallery and smaller gallery for photography and painting shows
- . The Katherine Sheaffer Glass should be exhibited in more spaces
- . Expansion for constantly changing exhibits
- . Double current size for expansion of vital topics like agriculture, and addition of new topics like geologic history, paleontology, and the Ice Age
- . More temporary exhibit space for changing displays
- . Planetarium
- . A Gulf of Maine Aquarium
- . Improved control over temperature, humidity, and light

Security and Safety

- * Magnetic card locks for staff entrances and storage areas (or key pad controls)
- . More physical protection for some exhibits
- . More public space will require more staff

Programs

- * Auditorium near an entrance for group tour orientation, lectures, meetings, and symposia - at least 250 seats
- * An auditorium (with the Museum's acquired stained glass windows put up, a little cafe built in, and also made big enough to have parties and receptions in

Building Expansion and Modification Needs

- 2 -

- . Orientation room/lecture room
- * Food service - simple, cheap and Maine-made
- * Evening hours once a week
- . Adult programs in conservation and traditional crafts
- * Multi-purpose program space equipped for food service and isolated from collection/exhibit spaces. Perhaps could be a cafe during work hours and available as rental space in off hours.

Processing artifacts, specimens, and documents

- . Incoming collection room near an entrance, expand scope for objects examination, cataloging, and study.
- . A small exhibits preparation area attached.
- . Double existing space - need a space to segregate dirty collections, space to store shipping crates, permanent photo set up area for BIG artifacts

Disaster Avoidance

- . Establish policy and purchase all hardware/software for regular computer backup of data on desktop units, not just the network server.

Parking

- * For visitors, volunteers, and researchers, meetings and conferences
- * Expand backlot paving and reserve for staff & volunteers
- * Eliminate parking lot: create parking garage underground and landscape around statehouse and cultural buildings.
- * Underground parking (underground spaces like Camden Public Library expansion)
- * Demolish the education building for more parking

Public Access

- * Fully accessible per ADA requirements
- . Set up boldly colorful flags or banners on the building to advertise new exhibits
- . Design ramping to 4th floor to integrate exhibit spaces throughout
- * Better signage inside the complex
- * Expanded store with greater emphasis on books
- * In-building cafe with better food than the cafeteria

Appropriate Furnishings

- . Kitchen facilities
- . Better seating for researchers in Resource Center (match table height)
- * Restaurant shared by cultural agencies
- * Lunch seating for school children

Staff Space

- . Do more study of all staff space usage [against future staff levels of activity]
- . Move or reconfigure Registrar's area for more security
- . If the building doubles, the staff will need to be doubled
- . Small two-projector slide lecture preparation room near slide storage area

Other

- * Should be a general "Center" for all cultural activities
- * Climate control and lighting improved to be more human-friendly

- . Triple size of store, (someone else said 4 to 5 times larger)
- . Restaurant
- . Expansion of Resource Center holdings and functions, for both staff and public use. Will require more staff
- . Signage and main entrance to be proud of
- . Repaint and clean entire cultural building
- . A parallel plan to expand size of staff

MAINE STATE LIBRARY
Building Expansion and Modification Needs
Revised June 26, 2000

Mail room/production room
Internet/typewritten
Assessments
RFP

AREAS OF MUTUAL INTEREST WITH MUSEUM AND ARCHIVES

Improved control over HVAC system

Special storage facilities for photographic media, and/video tapes, computer media

Auditorium, meeting spaces for conferences and speakers

Parking for patrons

Cafeteria or canteen common to all 3 agencies

Maple funding for
blue prints
next session after
2000-2001
ask for
funding

SPACE NEEDS FOR STATE LIBRARY

Create additional space on second floor to house Newspaper Project and microfilm and the additional cabinets and microreader printers it will require

Expand first floor storage area to provide space for our growing collection of magazine back issues, city and town reports, and other valuable materials

Create separate area for Internet terminals and research – e.g. Internet Café

Create space for statewide library technology and training

Increase studio space for downlink audiences and ATM distance learning

Create additional space in staff lounge for both staff, food preparation, and service

Increase office space in circulation and reference offices

Create a sound proof public access area for typing and word processing

Create meeting facility next to State Librarian's office

Expand government documents area, both office and shelving space, and include windows on outside wall

Expand area in the Maine Room, Map Room, and Safe

Modify lighting around atrium area

Move office areas from windowless basement location

Create new service area for visually and physically challenged (talking books and large print)

TECHNOLOGY NEEDS FOR STATE LIBRARY

Increase electrical output near public access terminals and install additional outlets

Increase electrical output in Government Documents office and install an additional network connection

Extend network connections to new areas

Provide additional Internet terminals (58k connections) in private areas, such as the typing room

Create additional space for the technology equipment room

REMODELING NEEDS FOR STATE LIBRARY

Remodel second floor bathroom to accommodate handicap access

Create interior book drop along outside wall

Create area for exhibits, shows and special projects

Replace carpeting in public access areas and stairwell

Repaint second floor walls and ceiling and patch rain soaked surfaces

Improve loading dock access

Remodel ATM site

Update videotaping studio

OTHER NEEDS

Relocate Special Services to a more suitable space and environment and find space for a talking books repair area

Recaulk and repaint building, both inside and outside

Repair interior and exterior cracks

Repair curbs and sidewalks

Maine State Archives

Building Renovation and Expansion Needs

Initial Considerations - April 1997; revised June 2000

The following are some initial considerations that can serve as a basis for formally assessing the need for renovation and expansion of the Maine State Archives physical facility. They are not necessarily complete nor might all items be in any final assessment. Items with * indicate area of potential mutual interest with the State Museum and/or the State Library.

Storage Space

- Recent and near future substantial acquisition of court records is placing more pressure on space
- Planning for 5, 10, 20-year projections of records storage needs
- Provide flexibility to have active records conveniently accessible
- An on-site Records Center to reduce travel, response time; improve management
- East Campus satellite Records Center for growth of agencies in that area

Storage Environment

- *Improved control over HVAC system, now partially shared with non-storage space
- Integrate environmental monitoring with controls and central database
- Add tests, filters for particulate matter in the air
- Assess lighting needs, appropriate UV and autodimming applications
- *Special low temperature storage facilities for photographic, audio/video, and computer media

Technology Applications

- Inadequate conduits for increased network needs
- Fiber optic connection requirements

Exhibit Space

- Expanded, possible alternative location; gallery space for extensive photo collection

Security

- Records: improved monitoring of users, advanced "card/key" system
- Staff: improved public contact spaces, staff exit options

Programs

- Assess space and facilities for photographic preservation workshops and other programs
- *Auditorium, meeting spaces for conferences, speakers

Processing

- Assess adequacy of records quarantine ("bug chamber") and humidification units
- Assess adequacy of processing space, shelving, tables, etc.

Disaster Avoidance

- Assess risks of current water system, especially lack of drains on first floor
- Assess adequacy of fire and smoke alarms

Parking

- *For patrons, records management customers, meetings, conferences

Public Access

- Increased use: 5, 10, 20-year projections
- Reconfigurations based on electronic access needs; ADA requirements
- Improve coordination with Library and genealogical researchers
- Isolate selected areas for "after hours" use
- Separate access for Records Management and Archives customers?
- *Common reception area/service

Appropriate Furnishings

- Main Search Room Desk; User tables, microfilm readers, PC workstations

Staff Space

- Located appropriately for access to needed records and functions

EXHIBIT A to BGS STANDARD FORM OF AGREEMENT
SCOPE OF ARCHITECTURAL SERVICES
SPACE PROGRAMMING AND MASTER PLANNING FOR THE MAINE
STATE CULTURAL BUILDING
6/26/2000

The contractor will work with representatives of the Maine State Museum, the Maine State Archives, the Maine State Library, and the Bureau of General Services, to prepare a space and physical integrity program for each of these agencies based on current and anticipated future space and facility needs, to test these programs against current facilities, and to make recommendations for the renovation, expansion and/or augmentation of current facilities to meet program requirements.

The scope of work is further defined as follows:

1. Establish a Cultural Building Master Planning Committee to consist of representatives of the Maine State Museum, the Maine State Archives, the Maine State Library, the Bureau of General Services, and the State House and Capitol Park Planning Commission, as determined by the Directors of these agencies.
2. Tour existing facilities at the Maine State Cultural Building and the Central Storage Facility to gain an understanding of the nature of agency operations and functions, and the quality and quantity of spaces required now and in the planning period. Collect and review existing architectural/engineering plans, specifications, and planning documents relating to these facilities.
3. Interview those responsible for the use, maintenance, and planning for the three cultural agencies to determine current and future space needs and functional requirements through group meetings and workshop sessions (four sessions are anticipated with each of the three cultural agencies).
4. Create a space program for each of the three agencies to quantify personnel, public, and support space requirements to meet current and future needs. The program will be reviewed by the participants and revised as necessary to allow the issuance of a final space program.
5. Prepare CAD base drawings of the Maine State Cultural Building, to include five floor plans and one site plan.
6. Develop options for meeting space requirements as identified in the final space program, to include renovation and/or expansion of the Maine State Cultural Building and other options as deemed appropriate by the Planning Committee.
7. Develop review criteria for prioritizing options for meeting program requirements at a workshop session with the Planning Committee. Review options and select a maximum of three options for further development.
8. Prepare single-line conceptual floor plans to demonstrate program options and submit to Planning Committee for review. Revise as required to arrive at final option(s) for inclusion in final report.

9. Prepare and submit draft project report including summary of planning process, brief history of the three cultural agencies and the Cultural Building; space program; and optional floor plans, together with recommendations for implementation, including phasing and cost information.
10. Receive comments and revisions from Planning Committee; prepare and issue final report.

The deliverables for this project will be a space program; conceptual floor plans, and an approved written and graphic report for use in evaluating potential options for meeting the programmatic requirements of the three cultural agencies who occupy the Maine State Cultural Building.