

TOWN OF NEWINGTON

LIBRARY RENOVATIONS/ADDITION PROJECT BUILDING COMMITTEE

October 4, 2016

TOWN HALL, ROOM L100

CORRECTED SPECIAL MEETING MINUTES
(Corrections are in bold type)

- I. Call to Order – The meeting was called to order by Committee Chairperson Newell Stamm, Jr. at 6:45 PM. The Meeting briefly adjourned at 6:58 PM in order to move to Town Hall Room L100. The meeting was called to order after the adjournment at 7:01 PM by Chairperson Newell Stamm, Jr.
- II. Roll Call – Members present: Newell Stamm, Jr., Chairperson; Dave Nagel; Laurel Goodgion; Maureen Lyons; and LeeAnn Manke. Others present: Members of the public and press; Lisa Masten, Library Director; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – Chris Miner, 119 Revere Drive and Chairman of the Town Hall Renovations Project Building Committee, asked what the consultant meant by open space, with regards to public meeting space. **Diane** Stamm, no address provided, Chairperson of the Library Board, requested that the Committee’s previous meeting minutes be corrected to show that the Board’s annual meeting was held on the second Monday, not Tuesday, of September.
- IV. Approval of Prior Meeting Minutes – Ms. Goodgion made a motion that the minutes of the August 2, 2016 meeting be approved with the correction of the Library Board’s meeting day. A second to the motion was provided by Ms. Manke. The motion passed unanimously.
- V. Review and Discuss Draft Feasibility Study – The Committee discussed what items related to the Feasibility Executive Summary it wished to discuss with Library Development Solutions (LDS). The meeting then moved to Room L101 to speak with Leslie Burger of LDS using Skype. Mr. Stamm presented the Committee’s questions and comments to Ms. Burger. That discussion is summarized as follows. The Committee was excited to receive the Executive Summary. The cost per square foot of \$350 seems high. What was the basis for that? Ms. Burger responded that this was a round, random number that would probably be less if the Town were to build new. There would also be decisions on Furniture, Fixtures and Equipment (FF&E) and building materials, etc. that would impact the cost. \$350 would be a high number. Mr. Stamm reminded LDS that the building size and directions to the architect should also be included in the report. He requested that the comparison in the Executive Summary be amended to

compare what is existing to what the report is recommending. This should occur all the way through the study. Ms. Burger requested documentation showing the square footage allocation. If floor plans are available, they will be provided to LDS. There were a number of items requested by the Committee at its meeting in July with LDS. The study calls for a design that accommodates the campus approach, but some parking spaces should be for library use. This is something that should be looked at holistically. The entrance to the building may need to be re-oriented. Mr. Stamm asked for more about “future proofing” the library. Ms. Burger looked at benchmarks from around the state for their collection size. 125,000 (the number of books that the study will recommend the library’s collection be reduced to) is an arbitrary number. The collection needs to be pared down. She will discuss mobile shelving in the study. She stressed the need for flexibility. Regarding the audio visual collection, much of the content in this area is now streamed. Mr. Stamm requested examples of things that have worked or not worked elsewhere, and rationales for things that are recommended in the study. Ms. Burger spoke about creating the proposition for the public of what they are going to get in place of what they are used to receiving, the experience they will have instead. She is including photos in the full report. There appears to be no space specifically for the Library Board of Trustees. There is a space for a Friends of the Library office. Record storage should be digitized as much as possible. File cabinets are dead technology. There still needs to be a space for the function of the treasurer of the Board, etc. Ms. Burger was asked to provide the rationale for tearing down the 1988 addition to the building. Ms. Burger replied that an architect may need to be involved to explain the tying in of three building mechanical systems. They can provide the cost of renovating and expanding versus new construction. Ms. Goodgion noted that re-orienting the front entrance may have an impact on the traffic flow within the building. Mr. Stamm told Ms. Burger that the Committee is not looking for three separate proposals (renovating, renovating and expanding, or all new construction) but rather the rationale for what is being recommended. Ms. Burger was asked what she meant when she referred to open space within the building. This would include some space dedicated for the community. It would include collaboration space and quiet space. Space should be open and easy to reconfigure. The Committee should receive the first draft of the feasibility study in the next few weeks.

- VI. Any Other Business Pertinent to the Committee – The Committee agreed to hold its next meeting when there is something to review, roughly a week after it receives a draft of the feasibility study from LDS.
- VII. Public Participation – None.
- VIII. Response to Public Participation – None.
- IX. Adjournment – the meeting adjourned at 7:33 PM.