

TOWN OF NEWINGTON

LIBRARY RENOVATIONS/ADDITION PROJECT BUILDING COMMITTEE

April 5, 2016

TOWN HALL –CONFERENCE ROOM L100

SPECIAL MEETING MINUTES

- I. Call to Order – The meeting was called to order by Committee Chairperson Newell Stamm, Jr. at 7:00 PM.
- II. Roll Call – Members present: Newell Stamm, Jr, Chairperson; Laurel Goodgion; Maureen Lyons; and LeeAnn Manke. Others present: Karen Benner, Assistant Library Director; and Jeff Baron, Director of Administrative Services.
- III. Public Participation - None.
- IV. Approval of Prior Meeting Minutes – Ms. Lyons made a motion that the minutes of the March 1, 2016 meeting be approved as presented. A second to the motion was provided by Ms. Manke. The motion passed unanimously.
- V. Community Needs of the Library – The purpose of this agenda item is not for the Committee to brainstorm, but rather to determine what talking points or points of emphasis there should be as the Committee moves towards hiring a consultant. Discussion focused on various types of space needed within the library. One type would be community space, which would include a large gathering space, study rooms, conference rooms, and multipurpose rooms. A second type would be staff space, which requires flexibility and technological considerations (such as raised floors, electrical outlets and computer technology). A third type of space would be children’s services space, including a program room that could be divided, a protected area for toddlers, and a pre-teen area. Good visual supervision and the location within the building were aspects of this space previously discussed by the Committee. Other types of space would be the teen area and program space. Staff is hoping for fluidity and flexibility in all types of space. The consultant will be asked to provide ideas on how to maximize flexibility. The consultant will be charged with performing a feasibility study of the library board’s Assessment of Space Needs. It will also be asked to help the Committee develop a building program for the Committee to provide to the Project Architect or architectural candidates.

In addition to emphasizing flexibility, staff space, multipurpose community space, and technology infrastructure, the Committee also discussed other needs to be brought to the attention of the consultant, such as how best to use the capabilities of the new RFID (Radio Frequency Identification) system to create an improved

materials handling system, storage and support for the Friends of the Library, storage for the Library Board of Trustees, plumbing needs, and parking needs. The Committee is looking to retain a library consultant who is also a futurist to look at the library's needs, tell the Committee what works and what direction to go in, and to provide ideas to the Committee. The Committee members will review the Needs Assessment Study and provide input on what aspects of the Study should be added to or embellished. Either a publicly advertised Request for Proposals or a Town Council waiver would be required before expenditures to any consultant could exceed \$30,000. Mr. Baron was directed to solicit proposals directly from a limited number of library consultants. He will develop a draft request and distribute it to the Committee members for their review and comment prior to sending to the consultants.

- VI. Public Outreach – At least initially, the Committee will not be hiring the consultant to conduct surveys or to lead focus groups. Those activities are generally to help build support for a project and would come further down the road, if at all. This should help to keep the cost of the consultant at a more modest level.
- VII. Discuss NCTV Recording of Committee Meetings – No action taken.
- VIII. Any Other Business Pertinent to the Committee – The Committee agreed to hold their next meeting on the first Tuesday of May. It is anticipated that the proposals received from the consultant candidates will be reviewed and discussed at that time.
- IX. Public Participation – None.
- X. Response to Public Participation – None.
- XI. Adjournment – the meeting adjourned at 7:50 PM.

Respectfully submitted,

Jeff Baron

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Director of Administrative Services