

TOWN OF NEWINGTON

LIBRARY RENOVATIONS/ADDITION PROJECT BUILDING COMMITTEE

May 25, 2016

LUCY ROBBINS WELLES LIBRARY –LIENHARD ROOM

SPECIAL MEETING MINUTES

- I. Call to Order – The meeting was called to order by Committee Chairperson Newell Stamm, Jr. at 6:30 PM.
- II. Roll Call – Members present: Newell Stamm, Jr, Chairperson; Dave Nagel; Laurel Goodgion; Maureen Lyons; and LeeAnn Manke. Others present: Member of the public (arrived at 7:40 PM); Lisa Masten, Library Director; and Jeff Baron, Director of Administrative Services.
- III. Public Participation - None.
- IV. Approval of Prior Meeting Minutes – Ms. Goodgion made a motion that the minutes of the May 3, 2016 meeting be approved as presented. A second to the motion was provided by Ms. Lyons. The motion passed by a vote of 4 YES to 0 NO with Mr. Nagle abstaining (not present for most of the meeting on May 3rd).
- V. Discuss Consultant Amended Responses – Two proposals were originally solicited and received. The respondents were Maxine Bleiweis & Associates and Library Development Solutions. Original proposals were deemed to be too expensive. At their last meeting the Committee deleted three items from the feasibility study request and requested amended proposals. Library Development Solutions revised their cost for the feasibility study to \$13,800, plus an anticipated \$650 in expenses. Their anticipated fee of \$15,000 +/- to assist the Committee in developing the building program would put Library Development Solutions close to the Town's \$30,000 formal competitive purchasing threshold. Maxine Bleiweis & Associates declined to submit a revised proposal. Ms. Lyons felt the Committee had asked for proposals from two well-thought-of firms, at that it would be acceptable to proceed. Ms. Goodgion and Ms. Masten provided additional background on the Principal of Library Development Solutions, Leslie Burger. She is the former Director of the Princeton, New Jersey public library and the former President of the American Library Association. The Committee agreed by consensus to hold an interview with Library Development Solutions. This interview will held through the use of Skype.
- VI. Interview Procedural Matters – All questions and comments of the Committee need to be picked up by the microphone on the computer that is Skype enabled. As close proximity to this computer is required, Mr. Baron would ask the

questions. Mr. Baron distributed six prepared questions for the Committee's consideration and the committee agreed to add three other requests; namely, to identify how the materials submitted would enhance the Committee's efforts at marketing the project, to provide a copy of a building program developed for another library, and to identify their experience at combining library space with other municipal functions.

- VII. Consultant Interview(s) – Leslie Burger and Alan Burger of Library Development Solutions were interviewed through the use of Skype. All of the questions agreed upon by the Committee were asked and received responses.
- VIII. Discuss and Take Action on Consultant Selection – The Committee members agreed that Library Development Solutions had the credentials and experience that met the needs of the Committee, and was favorably impressed with their interview responses. Ms. Goodgion made a motion that the Committee retain Library Development Solutions as its consultant, based on their amended proposal dated May 6, 2016, and their interview responses. A second to the motion was made by Ms. Manke. The motion passed by a vote of 5 YES to 0 NO. Mr. Baron will notify Library Development Solutions.
- IX. Any Other Business Pertinent to the Committee – Ms. Goodgion reported that State library grants were no longer available due to the State of Connecticut's budget constraints. She also reported on the Town of Bloomfield's library project and architect selection process. Committee members are anxious for Library Development Solutions to see the space at the Lucy Robbins Welles Library. No meeting will be held on the Committee's normal date of June 7th. If it is known when Library Development Solutions will be on site, Committee members are asked to keep some time open on their calendars in order to meet informally with the consultant. Library Development Solutions will be asked to coordinate their activity and on-site appearances with the Library Director. If the Committee has business to consider or discuss, it could meet on June 21st. Any meeting on that date would be held at the Town Hall. Someone has expressed interest in attending a future Committee meeting, and monitoring the Committee's progress, as part of an Eagle Scout project.
- X. Public Participation – None.
- XI. Response to Public Participation – None.
- XII. Adjournment – the meeting adjourned at 7:50 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services