

TOWN OF NEWINGTON

LIBRARY RENOVATIONS/ADDITION PROJECT BUILDING COMMITTEE

January 3, 2017

NEWINGTON TOWN HALL, ROOM L100

SPECIAL MEETING MINUTES

- I. Call to Order – The meeting was called to order by Committee Chairperson Newell Stamm, Jr. at 7:03 PM.
- II. Roll Call – Members present: Newell Stamm, Jr., Chairperson; Laurel Goodgion; Maureen Lyons; and LeeAnn Manke. Others present: Member of the press; 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 meeting minutes dated December 1, 2016 be amended to change the seventh sentence of the middle paragraph on page 2 to read “paragraph **or sentence** on **each of** the deficits” (emphasis added to show changes), and to otherwise approve the minutes as presented. A second to the motion was provided by Ms. Manke. The motion passed by a vote of 4 YES to 0 NO.
- V. Review and Discuss Draft Feasibility Study – No formal action was taken. A summary of the discussion among the Committee members follows. A revised draft feasibility study had been received from Library Development Solutions and reviewed by Committee members. Ms. Masten distributed Table 6 that had been omitted from page 27 of the revised draft report. The summary included in Table 6 potentially could be used by the Committee several times. Some pictures from the space needs request document could supplement it. Lower shelving, better lighting, comparisons to the Ridgefield library, and the need to browse the collection were all discussed. The time line should be removed from page 29. Table 6 needs better headings and more information in the boxes, information that is more descriptive. Periodicals and the number of public computers were discussed. The Committee is looking to use Table 6, and the narrative in the report, to show where the library is now, what the Committee will be asking for, and to provide the rationale for that request. The Committee concluded that it may be better to draft a paragraph on each of the major areas that need change, and then to show the square footage the library has now for those major areas and what square footage the library will need.

Electrical connections, visibility, the need for natural light, a campus approach, and the recommendations on pages 26-27 of the report were also discussed. The Committee felt that it was useful to continue to tie the state

planning guide square footage into Table 6. The staff work space is cramped now but is being reduced. The reduction should be either defended or changed. The Friends of the Library and the Board of Trustees space should be a bulleted item as well. Committee members were tasked with going through the report to identify three things: a spreadsheet showing square footage and the reason(s) why that square footage was selected; a list of things that don't have anything to do with square footage, such as lighting, wiring, etc.; and things that the Committee is looking to include square footage for that currently don't have any square footage. These three things should include anything that needs embellishment or defending. Library Development Solutions will be asked to go through the table again and to use the summation in the report to generate the numbers. The role of the Board of Trustees is also not in the narrative, but should be added.

- VI. Any Other Business Pertinent to the Committee – The Committee agreed to hold its next meeting on January 10th at 7:15 PM. Mr. Stamm met with the Town Manager and others. The Town Hall Building Committee has hired an architect, who has only a short time to issue a report making recommendations on many topics that the Library Committee has also been discussing. Mr. Stamm notified the Committee that he has requested to speak with the Library Board at their next meeting, as the Town would like to know if the Library Board is amenable to having a lecture hall in the library project, a campus approach, and flexibility on the use of the Board's property that is adjacent to the library. A subsequent meeting of the Board and the Town Hall architect might be advantageous. The purpose is to determine what the Town Hall architect can work with.
- VII. Public Participation – None.
- VIII. Response to Public Participation – None.
- IX. Adjournment – the meeting adjourned at 8:42 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services