

TOWN OF NEWINGTON

LIBRARY RENOVATIONS/ADDITION PROJECT BUILDING COMMITTEE

January 10, 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 7:16 PM.
- II. Roll Call – Members present: Newell Stamm, Jr., Chairperson; Laurel Goodgion; Maureen Lyons; and LeeAnn Manke. Others present: Lisa Masten, Library Director; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Ms. Manke made a motion that the meeting minutes dated January 3, 2017 be approved as presented. A second to the motion was provided by Ms. Goodgion. The motion passed by a vote of 4 YES to 0 NO.
- V. Draft Feasibility Study – At the previous meeting the Committee had started to identify the needs of the library and determine the square footage requirements of those needs. The goal is to arrive at a summation of how the Committee will explain the need for a building project to the public, the Town Council, and other interested parties. The Committee is focusing on modifying the informational table that shows what the library currently has, what the State formula recommends, and what the consultant (Library Development Solutions) is recommending in their feasibility study. The focus at this meeting was on a summation of the problems of the building in order to show what the library needs and what it will cost. The Committee is also attempting to perceive what the library will need in the future, and why. Ms. Goodgion had distributed written comments prior to the meeting which included nine of the library's challenges. This list was modified and expanded to include eleven of the library's current deficiencies. They are: Not having a flexible building; parking and access issues; HVAC (heating, ventilating, and air conditioning) problems; insufficient integrated technology, that fails to promote digital learning and literacy (this includes wiring deficiencies also); the children's area, which is undersized and uninspiring; the teen area, which is now only an alcove, rendering it an area that is too small and not a dedicated space for this age group; limited programming space, which would include meeting areas; insufficient seating; lack of staff work space and storage; no dedicated Friends of the Library and Board of Trustees' space; and oversized service desks. It was felt that these needs and the recommendations that are in the report are things that the public would

understand. The cost of the project is estimated based on square footage requirements and the cost per square foot. The first three deficiencies would not have assigned square footage requirements, but the other items would. The Committee spent the remainder of the discussion on this item identifying how square footage for each deficiency should be arrived at, using the items on Table 6 of the feasibility study as the basis. At the next meeting the Committee hopes to have square footage figures for the current conditions and to develop rough descriptions for each item. That will then be sent on to Library Development Solutions for their review prior to inclusion in the final feasibility study.

- VI. Any Other Business Pertinent to the Committee – The Committee agreed to hold its next meeting on January 24th at 7:00 PM. Mr. Stamm met with the Library Board of Trustees. He was graciously received and conveyed what the Town Manager had asked. The Board will be reaching out to the Town Hall architect, Quisenberry Arcari Architects.
- VII. Public Participation – None.
- VIII. Response to Public Participation – None.
- IX. Adjournment – the meeting adjourned at 8:55 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services