

Town of Newington  
Library Renovations/Addition Project Building Committee

June 6, 2017

Lienhard Room – Lucy Robbins Welles Library

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; Jim Marocchini; Laurel Goodgion; and Maureen Lyons. Others present: Lisa Masten, Library Director; Diane Stamm, Chairperson, Library Board of Trustees; members of the public, 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 for January 10, 2017, January 24, 2017, and February 7, 2017 be approved as presented. A second to the motion was made by Ms. Lyons. The motion passed unanimously by a vote of 4 YES to 0 NO.
- V. Review of LDS Report – The Feasibility Study for the Renovation/Addition project had been received from the consultant hired by the Committee, Library Development Solutions (LDS). It had been distributed to Committee members in advance of the meeting. Committee members felt that some revisions were needed. In the Next Steps section on page 27, the heading “Timeline” should be changed to “Next Steps” and the dates, which are no longer accurate, should be removed. Table 6, which the Committee has spent substantial time discussing, was not revised to include the Committee’s requested changes. The revised Table 6, in landscape format, should be provided to LDS, to replace the table on pages 25-26. This should be accompanied by the revised and properly numbered narrative that corresponds with the items in the revised table. The note on the first line of this table should spell out “fiction” and “non-fiction”. The note for item 6 of this table should spell out “Public Access Catalog”. The spelling on item 24 of this table should be corrected. The column headings on the second page of this table should be moved to the top of the page. Grid lines should be added to this table. Mr. Stamm had spoken to LDS earlier and they had agreed to make changes to the report requested by the Committee. Mr. Stamm asked that any other changes be forwarded to him by the end of the week. He will then update the revised table and revised narrative and forward it on to LDS by e-mail for inclusion in the Feasibility Study. The Final Study would be anticipated a

week or so after that. Following receipt of these revisions and acceptance by the Committee, the Feasibility Study will be reproduced, bound and forwarded to the Library Board of Trustees and the Town Council. Mr. Stamm will also request to appear before the Town Council to answer any questions they may have and to discuss the study with them. He would then be in a position to start building community support for the project by appearing on Newington Community Television, meeting with the Friends of the Library, etc. The Committee could then engage a consultant to develop a building program in anticipation of hiring an architect.

- VI. Consideration of Library Construction Grant – Ms. Goodgion reported that she had been in contact with the State. They are aware of the project based on earlier conversations. Any grant would be the result of state bonding. Next year would be more favorable and could be the year to aim for an application. That would require filing a Notice of Intent by June of 2018 and following up with architectural plans by September of 2018. Having a grant would be an advantage in the Committee’s effort to build community support for the project. You can’t apply for two grants for the same project, unless the project included more than one phase. Mr. Stamm asked about the application form. Ms. Masten will forward Mr. Stamm the link. Ms. Lyons stated her support for applying for a grant in 2017-18. Ms. Goodgion also mentioned that there were two valuable resource books that have been issued through the American Library Association. They are Countdown to a New Library, by Woodward, written in 2010, and Checklist for Library Construction, by Sandwalk, which also has a lot of wonderful detail.
  
- VII. Any Other Business Pertinent to the Committee – Ms. Goodgion pointed out that LDS recommended re-examining the library mission statement, and she felt that this should be suggested to the Library Board. Mr. Marocchini asked if the community space was enough room, was it sufficient? Mr. Stamm replied that the current room was 700 square feet, and 1,700 square feet is what was being requested. Mr. Marocchini stated that the space should be flexible enough to create two or three such areas. He would want the Committee to design for the future. Ms. Lyons stated a desire for the community space to have its own separate entrance. Ms. Masten stated that the library would want this space to be adequate and multipurpose. Ms. Lyons stated that the Committee did not want fixed seating. The Committee agreed to meet again on June 20 at 5:30 to approve the feasibility study if it has been received back from LDS.
  
- VIII. Public Participation- None specifically on the meeting. One member of the public stated that she was a high school student from West Hartford who had to attend a governmental meeting and then write a report. She uses the open desk area to study at the West Hartford library.

- IX. Response to Public Participation – None.
- X. Adjournment - The meeting was adjourned at 7:52 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services