

Library Planning and Building Committee

Special Meeting Minutes

Sept. 18, 2017 – 7:00 PM

Oxford Town Hall

Members Present: Chair George Mitchell, Robert Farnum, Alcyne Lyon, Jim Nicolari, Jim Westgate

Members Absent: Barry Schiff

Alternates Present: none

Alternates Absent: David McKane, Dawn Zdru

Board Liaisons Present: Dawn Higginson; Kathy O'Brien & Joann Briganti

Consultants Present: M. Tribe & P. Monteres, Gisolfi Architects; Charlie Cohen, Creative Library Concepts

Recording Secretary: Faith Williams

Meeting Called to Order at 7:00 PM at Oxford Town Hall by Chair G. Mitchell, followed by roll call

Amendment to Agenda: motion by R. Farnum to add Audience of Citizens after the presentation was seconded by J. Westgate. All aye; motion passed.

Creative Library Concepts Presentation: Charlie Cohen provided committee with placement map of all furniture (copy on file in Town Clerk's office) with corresponding spreadsheet of quantities and pricing; examples of furniture finishes and fabrics shown to committee. Discussion included but was not limited to: verifying count and location of furniture; purpose of pieces selected; asking for alternate styles or product finishes; reducing number of some chairs in various locations; elimination of reference librarian desk and relocation of copier next to a manned station; insertion of additional shelving into former reference librarian desk area; general shelving needs; quantity of computers to be purchased and placed in appropriate areas. C. Cohen will review requested changes and alternates and provide updated information to the committee for review and approval. After final approval from committee, it will take approximately two weeks for shop drawings to be completed and approved; after that, 12 to 14 weeks lead time between order and delivery.

Discussion on next meeting dates: Regular Meeting of Oct. 2, 2017 will be cancelled; Special Meeting (with full agenda) will be on Thursday Sept. 28. at 7 pm.

Audience of Citizens I: representatives from the Library Board of Directors expressed enthusiasm for the direction of the interior finishes.

Motion to adjourn by R. Farnum; seconded by J. Nicolari 8:45. All aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

17 SEP 19 PM 1:14
TOWN OF OXFORD, CT
TOWN CLERK
George Mitchell