

**Library Planning and Building Committee**  
**Regular Meeting Minutes**  
**Monday Sept. 9, 2013 – 7:00 PM**  
**Oxford Town Hall**

**Members Present:** Chair George Mitchell, Leslie Alexander, Robert Farnum, Alcyne Lyon, Jim Nicolari, Barry Schiff, Jim Westgate

**Alternates Present:**

Alternates Absent: David McKane, Dawn Zdru

**Consultants Present:** Michael Tribe & Patricia Montero, Peter Gisolfi Associates

**Recording Secretary:** Faith Williams

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

**Audience of Citizens I:** none

**Acceptance of Minutes:** motion to approve minutes of Special Meeting Sept. 4, 2013 was made by J. Westgate, seconded by L. Alexander. All Aye; Motion carried.

**Architect Update:** Architect M. Tribe presented updated conceptual drawings based on feedback and further analysis of proposed building for design and construction savings. Items changed included, but not limited to: square footage reduction on Adult wing; remove fireplaces; reduction and/or changing types/sizes of windows, reduction of room height in Children's wing; reduction of bathroom stall in downstairs bathrooms. Soft cost reductions may be available as well; architects sent furniture budget to separate company for additional estimate. Gisolfi also created preliminary drawing of a one-level, 10,000 sf building. In addition to the changes listed above, this design has no elevator or stairs; no designated space for Friends of the Library; adds one large meeting room to the space; uses a partial basement space as mechanical room with outside access. Both options are at the estimators and figures are expected by the end of the week. Discussion ensued on expected pricing; future expansion if one-level option is used; impact on grant paperwork; and overall look and feel of reduced layout.

**Budget:** Chair G. Mitchell informed M. Tribe that no further invoices have been received for architectural work.

**Old Business:** Friends of the Library president/treasurer Dianne Martines informed the committee of the two sources of fundraising: Memorial fund specifically for Children's area in the amount of \$3,000 and Fundraising fund of \$55,000. The fundraising has taken place over a long period of time to supplement funds for a new library. The November book sale and Holiday raffle have not been designated to a particular purpose yet, but if they were to be distributed to the Fundraising account, another \$4,000 might be added to the total. As the promise of a new library has been "pie-in-the-sky" for such a long time, there is no formal plan or distribution policy currently in place. D. Martines also informed the committee the Friends of the Library has a very small active group of members and the active leadership is overwhelmed at this point. She offered the November book sale as a time and place for the committee to present materials to the townspeople. Chair G. Mitchell reminded the committee of limitations on actions (fundraising, lobbying) by the committee, although public hearings are acceptable. Further discussion included reaching out to the town via the PTO and resources available from the architect for brochures.

**New Business:** next meeting will be Wed. Sept. 18 at 6 p.m. to review revised estimate.

**Audience of Citizens II: none**

8:02 pm B. Schiff motioned to adjourn; J. Nicolari seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary  
Minutes Subject to Approval

13 SEP 11 PM 1:38  
TOWN OF DANFORD, CT  
Margaret A. West  
TOWN CLERK