

**Library Planning and Building Committee
Special Meeting Minutes
Monday August 19, 2013 – 7:00 PM
Oxford Town Hall**

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

Members Absent:

Alternates Present: Dawn Zdru

Alternates Absent: David McKane

Board Liaisons Present: J. Haney (7:17)

Consultants Present: 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 Regular Meeting August 5, 2013 was made by R. Farnum, seconded by B. Schiff. Aye: R. Farnum, A. Lyon, G. Mitchell, J. Nicolari, B. Schiff, J. Westgate. Abstain: L. Alexander. Motion carried.

Architect Update: Architect P. Montero presented concept plans for planning purposes as well as schematic design outline spec package (copy on file at Town Clerk's office). D. Higginson and M. Tribe continued their collaboration with Tom Newman (State Division of Library Development) in reviewing the layouts. The conceptual plans were reviewed, highlighting areas of previous discussion. Estimators have these plans in hand and should have figures available shortly. Questions on layout included computer space, capacity of meeting rooms, per square foot cost, compliance with state grant/update of long-range needs plan, and building finishes.

Discussion turned to next steps with Board of Finance and Board of Selectman. Selectman G. Temple encouraged committee to continue its thorough work in reducing costs and presenting a plan that could pass referendum. He cautioned the committee to not engage in fundraising or lobbying, suggesting a PAC or a group like the Friends of the Library would need to do those activities. Selectman Temple said a joint meeting of the BOS, BOF, and LBPC should be scheduled when the estimates are in and have been reviewed by LPBC.

Budget: Chair G. Mitchell distributed investment sources worksheet. Discussion on Friends of Library funds resulted in renaming that category to Benefactors/Friends of Library. J. Westgate will update previous worksheet with available data on operational hours, staffing expectations, and utilities using other town buildings/other libraries as sources for extrapolation.

Old Business: none

New Business: Committee will meet Wednesday, Sept. 4, 2013 at 7 pm to review construction estimate and operating expense estimate. The regular meeting on Monday Sept. 9, 2013 at 7 pm will still be scheduled.

Audience of Citizens II: none

8:20 pm L. Alexander motioned to adjourn; J. Westgate seconded. All Aye.

Respectfully submitted,



Faith Williams, Recording Secretary
Minutes Subject to Approval

13 AUG 21 PM 1:46
TOWN OF OXFORD, CT
J. Westgate
TOWN CLERK