

## **Library Planning and Building Committee**

### **Special Meeting Minutes**

**Sept. 28, 2017 – 7:00 PM**

**Oxford Town Hall**

**Members Present:** Chair George Mitchell, Robert Farnum, 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

**Consultants Present:** 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. Noted at this time was the resignation of Alcyne Lyon.

**Audience of Citizens I:** K. O'Brien asked on behalf of the Library Board of Directors on the possibility of re-use of the current circulation desk. The current desk was made by a town resident and husband of former librarian; with a refurbishment, it would be suitable for use as the children's circulation desk. Chair G. Mitchell expressed willingness to change the item after drawings/renderings were provided to the committee for consideration.

**Acceptance of Minutes:** Motion was made by J. Westgate and seconded by R. Farnum to accept the minutes of Special Meeting Sept. 11, 2017 and Special Meeting Sept. 18, 2017. All aye; motion passed.

**Correspondence:** invoice from Gisolfi was presented, as well as documents for the resignation/removal of Alcyne Lyons. Also presented was proposal from Armed and Ready for security system.

**Engineering Update:** Chair G. Mitchell reported on behalf of B. Nesteriak that all is going well. A stop-work order on the roof had been addressed and work now continues on that part of the project. P. Monteres provided more detail on the issue and noted the stop-work order was only for the roofing portion of the project and was quickly addressed to the building inspector's satisfaction. Also noted was the fill needed at the back of the building authorized by Chair G. Mitchell before equipment was removed from the site; delay in approval would have resulted in additional costs to have the equipment returned to the site.

#### **Architect Update:**

**Creative Library Concepts Follow-up Presentation:** Charlie Cohen provided committee with updated placement map of all furniture (copy on file in Town Clerk's office) with corresponding spreadsheet of quantities and pricing. Also provided were examples of the updated furniture pieces. Discussion included details on the circulation desks. As noted earlier, the Library Board of Directors proposed moving the current desk to be used in the children's section after refurbishment. The main circulation desk as presented lacked features conducive to effective use of the space, from D. Higginson's perspective. She offered the committee a detail of a circulation desk that would fit the needed requirements. Discussion ensued with C. Cohen on alternatives he could provide that fit the specs needed. C. Cohen also noted that some changes were made to shelving that reduced the previous projected costs. Motion to approve a budget of \$157,000 for furniture as

presented, with notations that the circulation desks are still to be determined, was made by R. Farnum and seconded by J. Nicolari. All aye; motion passed.

**Construction Update:** R. Farnum reported to the committee on progress as described and observed at weekly construction meeting with architect & contractor. Building is expected to be watertight by end of next week. Also noted was the need for the alarm estimate and details, as well as the easement needed by Eversource as a condition of service. R. Farnum will work with town officials to complete the easement process.

The Armed & Ready security alarm proposal was reviewed by the committee. Chair G. Mitchell noted the cost was below the budgeted amount of \$30K, and that the vendor already has contracts for other town buildings. The proposal does not include panic buttons at the workstations. Motion to accept quotes and forward to the Board of Selectmen for approval was made by R. Farnum; seconded by J. Westgate. All aye; motion passed.

**Budget:** updated budget spreadsheet was provided to the committee (copy on file at Town Clerk's office). Motion to approve invoice #016 for 7,911.25 from Gisolfi Architects was made by J. Westgate; seconded by G. Mitchell. All aye; motion passed.

**Old Business:** D. Higginson asked on behalf of the Friends of the Library on the status of placement of the bricks being sold as a fundraiser. Discussion ensued, including but not limited to: quantity of bricks currently sold, when/what time of year to best have the bricks installed, location of installation based on quantity sold and where they would best fit.

**New Business:** none

**Audience of Citizens II:** K. O'Brien inquired on how the move to the new location would impact any open hours at the old location. Chair G. Mitchell suggested the move would take place during hours the library wasn't open, which would currently mean the library would move over a weekend.

Discussion on next meeting dates: Regular Meeting of Oct. 2, 2017 will be cancelled; Special Meeting (with full agenda) will be on Monday Oct. 16 at 7 pm.

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

Respectfully submitted,

*Faith Williams*

Faith Williams, Recording Secretary  
Minutes Subject to Approval

*J. Nicolari*

17 SEP 29 PM 2:49  
TOWN OF OXFORD, CT  
*Elizabeth A. West*  
TOWN CLERK