



Town of Coventry
LIBRARY EXPANSION BUILDING COMMITTEE
- - - Meeting Minutes - - -
Thursday, February 18, 2016
7:30 PM
Booth & Dimock Memorial Library Community Room

1.) Call to Order

Committee Chairman Tim Timberman called the meeting to order at 7:30 PM. Committee members in attendance were—

- Tim Timberman, Committee Chairman
- Sondra Astor Stave, Committee Vice Chairman
- Kathleen Ryan, Committee Secretary
- Glenn Miller, Committee member
- Kristi Sadowski, Library Director
- John Elsesser, Town Manager

2.) Approve Agenda

Sondra Astor Stave moved to approve tonight's agenda as presented. Glenn Miller seconded the motion, and it carried unanimously. C.U.

3.) Approve Minutes of January 21, 2016

Sondra Astor Stave moved and Glenn Miller accepted the motion that the minutes for the January 21, 2016 meeting be approved as amended:

- Change "Sondra Astor Stave motioned approval of July 16, 2015 Minutes" to "Sondra Astor Stave motioned approval of December 17, 2015 Minutes".
- On page 2, change "The Lion's Club on February 17 at 7 PM at Accent's Hall" to "The Lions Club on February 17 at 7 PM at Ackert Hall".

The motion as amended carried unanimously. C.U.

4.) Discuss Reduction of Expansion Cost

Town Manager John Elsesser distributed copies of a worksheet on the tax impact of the library proposal that he presented to the Town Council Finance Committee at last night's Finance Committee meeting which he, Tim Timberman, and Kathleen Ryan attended. Different possible total project costs were compared at \$500,000 intervals. The average annual tax impact of a median house's tax bill would vary approximately \$5 from one interval to the next.

J. Elsesser stated that municipal bonds for town roads sold today for 2.41%.

He contacted a construction management company that confirmed that our library expansion project could be built for \$6 million as a design/build project, minus our \$1 million state grant.

J. Elsesser then showed 2 different design reductions proposed and drawn by DRA. The second and less drastic design reduction included a reduction of 620 square feet from

the original expansion design proposal. However, he felt that this second reduction design may not save a great deal of money because of the changes in the footprint design which could impact other aspects of the project such as roof design.

T. Timberman, Kathleen Ryan, K. Sadowski, representatives from the Library Association Board of Trustees, and J. Elsesser will meet with the Town Council's Steering Committee at 7 PM on Monday night, February 22 in the Town Hall Conference Room B to discuss policy considerations of the Library Expansion Project:

- Ownership of building and land
- Admission fees for book sale
- Parking

5.) Discuss Parking requirements for our library

Library Director Kristi Sadowski and Committee Chairman Tim Timberman met with Town Planner Eric Trott this afternoon to discuss parking space requirements. T. Timberman stated that there are potentially 81 parking spaces on site. According to data from the Institute of Traffic Engineers, our planned parking spaces will be adequate. He distributed a parking requirements worksheet prepared with ITE's information. Additional data from American Planning Association will be provided by Eric Trott. K. Sadowski and T. Timberman will meet again with Eric Trott in 2 weeks, and an answer on parking from the Planning and Zoning Commission is anticipated for the end of March.

T. Timberman spoke with the Library's neighboring property owner Anne Burke who, Tim said, is open for additional parking spaces on her property that would be available for library patrons. T. Timberman said that shared parking in Coventry Village is included in Coventry's zoning regulations.

Based on the information presented tonight, our projected parking numbers can be achieved.

6.) Discuss marketing meeting, strategies, and materials

The Library Expansion Building Committee needs to re-schedule last night's planned presentation to the Lions Club as well as to make a presentation to the Garden Club. J. Elsesser said that with spring the sports leagues will begin their seasons, and their games would provide an excellent opportunity to speak with many Coventry citizens and to distribute informational materials to them at that time. K. Ryan suggested video-taping one of our informational presentations for broadcast on CoventryVision to reach a wider audience.

7.) Adjournment

The Library Expansion Building Committee will next meet on Thursday night, March 17, 2016 at 7:30 PM in the Booth & Dimock Memorial Library's Community Room.

Glenn Miller moved and Sondra Astor Stave seconded his motion to adjourn the meeting at 9 PM. C.U.

Respectfully submitted,

Kathleen Ryan, Committee Secretary