



Town of Coventry
LIBRARY EXPANSION BUILDING COMMITTEE

- - - Meeting Minutes - - -

Thursday, March 17, 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 (7:35 PM)
- Glenn Miller, Committee member
- Kristi Sadowski, Library Director
- John Elsesser, Town Manager

2.) Approve Agenda

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

3.) Approve Minutes of February 18, 2016

Glenn Miller moved and Sondra Astor Stave accepted the motion that the minutes for the February 18, 2016 meeting be approved as presented. C.U.

4.) Discuss Reduction of Expansion Cost

Library Director Kristi Sadowski distributed survey results of meeting room spaces, parking spaces and full building square footage at public libraries around Connecticut. Our planned accommodations of our library after expansion are small for a town our size compared to other Connecticut libraries in similarly-sized towns.

T. Timberman discussed the reduced size scenarios that DRA drew up at our request. Option 1 would jeopardize our state grant because the library project would be so radically changed from what we presented in our grant application. Option 2 would eliminate the functionality needed for our library. Additionally, reducing the size of the new children's area and public assembly room will not significantly impact the cost of the project. Option 3, the most agreeable choice, is based upon a Design/Build approach.

Town Manager John Elsesser cautioned the Committee that although a Build/Design plan will reduce project cost, an architect is still needed in a team approach: Build/Design + Architect.

A discussion ensued as to how to lower the total project cost to less than \$6 million (to a total project cost of \$5,950,000). There will be some savings in architectural fees with a Design/Build project. Other areas in construction costs and soft costs where savings might be realized include:

- Telephone system
- Technology, including mechanical equipment (Cut from \$75,000 to \$30,000)
- Renovations
- New furnishings
- Builders risk (insurance which is automatic from the Town of Coventry) (Cut \$12,828)

Additionally, savings and/or rebates are anticipated in energy savings and smart construction rebates.

T. Timberman will develop a new cost sheet on conceptual estimate of construction costs and soft costs for the Committee's next meeting on Thursday, April 21.

5.) Discuss Parking Requirements for Our Library

Committee Chairman Tim Timberman led a discussion of available parking spaces as part of the Library expansion project. He attended the most recent meeting of the Coventry Planning and Zoning Commission and reported that P&Z will accept one parking space per 375 square feet of public space within the library, so our parking plans are okay. We will have 76 parking spaces with the library expansion project as designed.

6.) Discuss marketing meeting, strategies, and materials

The Library Association's Board of Trustees will meet on Wednesday night, April 13 to discuss property ownership.

The Town Council's Steering Committee next meets on Monday night, April 18.

J. Elsesser informed the Committee that for the Library expansion project to be voted on at a November referendum, a town meeting on the project would have to be held in August.

The Committee's presentations to town groups thus far were reviewed. A presentation to the Coventry Lions Club needs to be re-scheduled. It was the consensus of the Committee to schedule more community presentations in May after meeting with the Town Council and its Steering and Finance Committees. A 3—4 minute promotional video on the Library expansion project to be posted on Facebook was discussed. K. Sadowski will have a proposed video prepared for the Committee to review at its April 21 meeting.

7.) Adjournment

The Library Expansion Building Committee will next meet on Thursday night, April 21, 2016 at 7:30 PM in the Booth & Dimock Memorial Library's Community Room.

Kathleen Ryan moved and Glenn Miller seconded her motion to adjourn the meeting at 9:06 PM. C.U.

Respectfully submitted,

Kathleen Ryan, Committee Secretary