

**Town of Lebanon
Jonathan Trumbull Library Building Committee
Regular Meeting
Wednesday, March 28, 2012**

MINUTES

Members present: Julie Culp, Chris Darrow (7:25), Margaret McCaw, Cynthia Mello, James Russo, Vincent Shea,

Also present: Catherine McCall, Alicia Wayland, Trustees, JTL

1.0 Call to order

Chairman James Russo called the meeting to order at 7:05 PM. Cynthia Mello volunteered to take minutes in the absence of Charles-Stuart Westbrook.

2.0 Approval of minutes of January 25, 2012, Regular Meeting

Motion made by Margaret McCaw and seconded by Cynthia Mello to approve the minutes from the January 25, 2012 Regular Meeting. Cynthia asked that the secretary add his name to the minutes as presented. Vote: Yes (3), Abstain (2). Motion carried.

3.0 Continue review and discussion of building plans of existing library and Town Center Parking Study

Discussion continued in conjunction with review of architectural program development sheets.

4.0 Review input from inventory sheets

Margaret McCaw explained how the architectural program sheets were developed from the Planning Study Report that was completed in March 2012 by the Donahue Group to begin to identify what currently exists (square footage, etc.) These sheets when completed will help the committee identify: How much linear feet of shelving presently exists? What are these needs in the future? How will creating stacks open space for other functions? How will lighting needs be impacted?

Draft program sheets for the main floor were reviewed. Window and lighting components will be added to the template. Alternatives were discussed for flooring, wall treatments, and heating, as well as modifications to the electrical service to accommodate future patron needs in terms of technology.

Members were encouraged to review and email suggestions to Maggie who will input information and update sheets for the next meeting. Work will continue on developing program sheets for the lower level.

5.0 Agenda items for next meeting

Items identified included:

Approval of meeting minutes

Continue review and discussion of Donohue Group Planning Report, Town Center Parking Study, Library Needs Document, and Architectural Program Sheets

6.0 New Business

6.1 Library Needs Document

Chairman Russo shared copies of the Library Needs Document (2/18/12) received from the Library Board of Trustees. Catherine McCall, Chairman of the Board of Trustees, presented the results of their review of the Donohue Group Planning Report and their assessment of current priorities for the renovation/expansion of the library.

6.2 Chairman Russo informed the committee that, at its meeting on February 16, 2012, the Board of Selectman accepted the resignation of Claudia Meder and appointed Julie Culp to fill the vacancy.

6.3 Chairman Russo informed the committee that, at its meeting on March 3, 2012, the Board of Selectman will appoint 2 additional members to the committee in response to the approval at town meeting to include Library Trustees as members of this committee.

6.4 The library window replacement project that will be completed in April was discussed. Specifications will be researched so that any windows added during the building project can be consistent with those being installed next month.

7.0 Adjourn

Motion made by Chris Darrow, seconded by Vincent Shea, to adjourn at 8:10 PM. Vote: Yes, unanimous.

Respectfully Submitted,
Cynthia Mello, Acting Secretary