

**Town of Lebanon  
Jonathan Trumbull Library Building Committee  
Regular Meeting  
Wednesday, October 23, 2013**

**MINUTES**

Members present: Julie Culp, Lisa Matson, Catherine McCall, Margaret McCaw, Cynthia Mello, James Russo, Vincent Shea (7:05), Alicia Wayland

Members absent: Chris Darrow

Also present: Jay Willerup (Jacunski Humes Architects)

**1.0 Call to Order**

Chair James Russo called the meeting to order at 7:01 PM.

Motion made by J. Russo and seconded by M. McCaw to amend the agenda and switch the order of items 4.0 and 6.0. Vote: Yes (7). Motion carried unanimously.

**2.0 Public Comment**

None

**3.0 Approval of Minutes of September 25, 2013 Regular Meeting**

J. Culp asked that the reference in 5.2 to Hugh Trumbull Adams Trust be changed to Adams Town Memorial Fund. Motion made by M. McCaw and seconded by A. Wayland to approve the minutes of the September 25, 2013 Regular Meeting as amended.

Vote: Yes (7). Motion carried unanimously.

**4.0 New Business**

**4.1 Review Discussions of Meeting with First Congregational Church Board of Trustees on October 16, 2013**

J. Russo reported that the meeting with the Board of Trustees went well. They discussed some concerns regarding the septic system plans, the preservation of the walkway on the west side of the library, and providing access from the parking lot to the Green. All of these are items that the building committee will continue to address as the project continues.

**4.2 Review and act upon proposed Library Building Committee Meeting Schedule for 2014**

A proposed schedule of meetings for 2014 was presented. The committee will continue to meet on the 4<sup>th</sup> Wednesday of each month, except for November and December, which will be on the 3<sup>rd</sup> Wednesday. Meetings will continue to be held at the Library. Motion made by A. Wayland and seconded by V. Shea to approve the 2014 schedule of meetings as presented. J. Russo will submit this schedule to the Town Clerk. Vote: Yes (8). Motion carried unanimously.

## **5.0 Grant Applications**

### **5.1 Review Comments/Questions from State of Connecticut related to Library Grant Application**

J. Culp and the design subcommittee met to address the questions and concerns raised by T. Newman, Library Specialist with the Division of Library Development. Committee members regarded the comments and questions as meaningful.

### **5.2 Finalize Formal Response related to State of Connecticut Library Grant Application Comments/Questions**

J. Culp shared the responses that were developed in consultation with the design subcommittee and architect. Motion made by V. Shea and seconded by C. McCall to forward these responses to T. Newman as written. Vote: Yes (8). Motion carried unanimously.

Decisions will be made as to State Grant awards on November 25, 2013. J. Culp will deliver updated drawings and program to T. Newman to be included in our application materials.

### **5.3 Review Status of the Adams Town Memorial Fund Grant Application**

The application is nearly complete. The architect has supplied the necessary drawings and the narrative has been drafted. The architect will be forwarding the cost estimates, which are needed for submission by October 31, 2013.

## **6.0 Continue Discussion with Design Team related to Schematic Design Phase of proposed Additions and Renovations**

J. Willerup reviewed the updated plans which included modifications based on review of feedback from state consultants and design subcommittee members including:

- Redesign of the unexcavated area on the lower floor to include area for children's programming
- Increased informal seating on lower level
- Delineation of handicapped accessible areas on both levels
- Increase in informal seating space on main level
- Additional table seating on main level

Area of concern raised regarding the sight line to the main entrance from the main floor circulation desk. Alternatives will be explored to make the circulation desk more circular but still a distinct area.

## **7.0 Review and Approval of Invoices**

Invoice was presented from Advanced Repro Graphics for printing costs. Motion made by A. Wayland and seconded by M. McCaw to approve payment of invoice from Advanced Repro Graphics in the amount of \$524.70 with the funds to come from the Hugh Trumbull Adams Fund #218-018-2402 for Library Renovations. Vote: Yes (8). Motion carried unanimously.

Invoice received from Jacunski Humes Architects, LLC in the amount of \$4800.00 for services rendered. This is the final invoice for the schematic phase. The invoice will be held since the cost estimates are yet to be provided, and action will be taken at the next meeting.

**8.0 Adjournment**

Motion made by A. Wayland and seconded by L. Matson to adjourn at 8:20 PM.  
Vote: Yes (8). Motion carried unanimously.

Respectfully Submitted,  
Cynthia Mello, Secretary