

**Town of Lebanon
Jonathan Trumbull Library Building Committee
Regular Meeting
Wednesday, November 20, 2013**

MINUTES

Members present: Julie Culp, Lisa Matson, Catherine McCall, Margaret McCaw,
Cynthia Mello, James Russo, Vincent Shea, 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 7:00 PM.

2.0 Public Comment

None

3.0 Approval of Minutes of October 23, 2013 Regular Meeting

Motion made by M. McCaw and seconded by A. Wayland to approve the minutes of the October 23, 2013 Regular Meeting. Vote: Yes (8). Motion carried unanimously.

4.0 Continue Discussion with Design Team related to Schematic Design Phase of proposed Additions and Renovations

J. Willerup reviewed the budget documents for the project as prepared by KV Associates, Inc. and Jacunski Humes Architects. This completes the work as outlined in the contract with Jacunski Humes Architects, LLC.

5.0 Grant Applications

5.1 Review Status of State of Connecticut Library Grant Application

Application has been filed. Notification on or about November 25, 2013 is anticipated.

5.2 Review Status of Adams Town Memorial Fund Grant Application

Application has been filed. Notification prior to December 31, 2013 is anticipated.

6.0 New Business

6.1 Development of Relocation Plan

Discussion centered on the need to begin to develop a relocation plan for the library collection during the construction phase of the project. C. McCall, C. Mello, V. Shea and A. Wayland volunteered to begin investigating options.

6.2 Freedom of Information Requirements

J. Russo distributed copies of a packet that he received from Town Clerk Susan Coutu, dated 11/15/13, outlining the FOI requirements for municipal meetings.

6.3 2014 Meeting Schedule

J. Russo submitted the 2014 meeting schedule to the Town Clerk.

7.0 Review and Approval of Invoices

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.

Motion made by A. Wayland and seconded by L. Matson to approve payment of the invoice from Jacunski Humes Architects, LLC in the amount of \$4800.00 for services rendered with the funds to come from the Hugh Trumbull Adams Fund #218-018-2402 for Library Renovations. Vote: Yes (8). Motion carried unanimously.

CD of schematic drawings will be provided to the committee.

The committee expressed their pleasure with the work done by J. Willerup and Jacunski Humes Architects, LLC.

8.0 Adjournment

Motion made by M. McCaw and seconded by A. Wayland to adjourn at 7:50 PM.
Vote: Yes (8). Motion carried unanimously.

Respectfully Submitted,
Cynthia Mello, Secretary