

**AGENDA**  
**Library Renovation & Improvement Committee Meeting**  
**April 28, 2021**  
**9:00 AM**  
**Coventry Town Hall Annex (Zoom meeting information below)**

1. Call To Order, Roll Call
2. Audience Of Citizens
3. Acceptance Of Minutes (E):

Documents:

[MINUTES 2.24.21 LIBRARY RENOVATION COMMITTEE.PDF](#)

4. Reports:
  - Committee Chair
  - Town Manager
  - Librarian Margaret Khan
  - Committee Members
5. Old Business:
6. New Business:
7. Adjournment

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Join Zoom Meeting

Topic: Library Renovation & Improvement Committee Meeting  
Time: Apr 28, 2021 09:00 AM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/81104375259?pwd=bWRsS0szOXI5VXhJUUmUvbG0vaCtpdz09>

Meeting ID: 811 0437 5259

Passcode: 7NZ6ii

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Find your local number: <https://us02web.zoom.us/j/kcWUX55FW6>

(E) Denotes enclosures

# **BOOTH & DIMOCK LIBRARY RENOVATION AND IMPROVEMENT COMMITTEE MEETING MINUTES**

Meeting date and time: February 24, 2021. 9 am. Location: Town Hall Annex

Call to Order: By Chair Walsh at 9:00 am. Roll Call: Deborah Walsh (Chair), William Bonney (Vice Chair on Zoom at 9:05), James Parda (Secretary), Tim Ackert (on Zoom), Dudley Brand, John Twerdy, John Elsesser (Town Manager), Margaret Khan (Library Director), Olivia Francoline (Town Manager intern), Joe Jankowski (absent)

Audience of Citizens: No one came forward to address the Committee.

Acceptance of minutes from January 27, 2021 meeting: Motion to accept by Twerdy. Second by Ackert. Motion carried unanimously.

Reports:

Chair Walsh made the Committee aware of two articles regarding the project from the Willimantic Chronicle and Journal Inquirer. Looking for attempts to involve social media by Library Friends. Elsesser outlined the procedure for accounting during project construction. The Town Council has authorized the establishment of a special revenue account to receive donations sent to the Library's renovation fund-raising efforts. The Committee would authorize expenditures from the donations through this account established by the Town Council.

Khan explained that the Library is planning for April 7<sup>th</sup> of 2021, Library Giving Day, to solicit additional funding.

Committee member Twerdy raised the question of keeping the Library open during construction and moving books, shelves, furniture, etc. Elsesser addressed some options and the discussion was tabled for a later time.

Old Business: None

New Business:

Review/Possible Approval of the DRA Project Monitoring Design, Bidding and Construction proposal: Elsesser reminded the Committee that Design/Build construction is not allowed by the State Library grant. He explained that DRA submitted a proposal in line with the scope of work. Bonney offered positive comments regarding the proposal, design subcontractor ability to work together, and the fee being in line with the project. Other members familiar with construction planning concurred. DRA is already familiar with the Library's design and cost estimating is in line with their knowledge of the project.

Motion by Twerdy: To accept DRA's February 8, 2021 proposal for "full services to take the proposed design through to Bidding and Construction" for \$148,765.00. Seconded by Brand. Motion carried unanimously.

Khan informed the Committee that the State Historic Preservation Office (SHPO) has received the project review. Khan will monitor the SHPO review meeting agenda and keep the Committee apprised of the progress of the review.

Adjournment: Motion by Bonney. Seconded by Twerdy. Motion carried unanimously. Adjourned at 9:55.

Respectfully submitted,

James Parda,  
Secretary