AGENDA
Library Renovation & Improvement Committee Meeting
August 26, 2020
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 7.22.20 LIBRARY RENOVATION COMMITTEE.PDF

4. Reports:
   - Committee Chair
   - Town Manager
   - Librarian Margaret Khan
   - Committee Members

5. Old Business:

6. New Business:
   A. Preparation And Review Town Meeting Presentation, August 27th (E)
      Documents:
      AUGUST 27 PRESENTATION DRAFT.PDF

7. Adjournment

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Join Zoom Meeting
https://us02web.zoom.us/j/84961802488?pwd=U3hWTG93TExXMktlTE15a2dVVzhiZz09

Meeting ID: 849 6180 2488
Passcode: S1EuhZ
One tap mobile
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+13017158592,84961802488,,*,0,,242409# US (Germantown)

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Find your local number: https://us02web.zoom.us/u/kbF68v7AE5
BOOTH & DIMOCK LIBRARY RENOVATION AND IMPROVEMENT COMMITTEE MEETING MINUTES

Meeting date and time: July 22, 2020. 9 AM
Location: Town Hall Annex / Zoom meeting
Meeting Call to Order: 9:05 am by Chair Walsh.
Roll Call: at Annex - Deborah Walsh (Chair) James Parda (Secretary), Joe Jankowski, John Elsesser, (Town Manager), Margaret Khan (Library Director); Zoom attendees - Tim Ackert, William Bonney (Vice-chair), Jon Hand observing. John Twerdy and Dudley Brand absent.
Audience of Citizens: No one came forward to address the Committee.
Reports: Committee Chair Walsh reminded those in attendance of the 9th section of the Council charge indicating that the Committee will enter the construction phase of the project after the Council voted to proceed to referendum on June 20.
Elsesser reported that he had not heard anything to the contrary regarding the Committee’s role. The Council approved $1.7 million for the project with an affirmative vote from the five Council members present, and an abstention from O’Brien Jr. It was noted that absent Council member Conant had sent a letter of support for the proposal at the $1.833 level which was read into the minutes. There will be a special town meeting on August 27 to present the referendum items to the Town in order to adjourn that meeting to a referendum vote on November 3. The Committee may seek support for the project from town boards or commissions, civic groups, church or social organizations. The Committee will restructure the estimate to fit the approved $1.7 million using ‘Design-Build’ to fine tune cost savings. Market force issues are still unknown such as labor, materials, and safety equipment costs.
Up to the town meeting the Committee can advocate for the project. After the town meeting no public resources can be used to promote the project. One option is to create a political action committee (PAC) which the Town Clerk’s office can advise on.
Khan reported that the curbside library services have been received well. The library is open for computer use by appointment and her primary concern is for staff safety. She is looking at browsing appointments in the future.
Ackert commented that he hopes the project continues to move forward with the yes votes from the Council. This allows a broader vote from the citizenry. Ackert left the meeting at 10:05.
Bonney asked that a breakdown of the latest cost estimate be sent to the Committee.
Old Business – None
New Business: Disseminating information to the public- The Committee’s role is to present the need for and the benefits of the project to the public. Discussion revolved around what public information will be available, the use of town websites, and social media driven links. Elsesser reminded the Committee about using presentation boards as an effective method to disperse information. The information will be factual not advisory on how to vote. Using Ken Best as a presenter at the town meeting was discussed and as an architect on the construction advisory team.
The Renovation and Improvement Plan addressed the issues of water incursion/roof replacement, code compliance, technology, safety, and efficiency. The Committee is in favor of the project and confident and optimistic that it can be completed at the cost goal of $1.7 million.
Adjournment: Motion to adjourn - Jankowski. Second – Bonney. Motion carried unanimously.
Adjourned- 10:17 am

Respectfully submitted,
James Parda, Secretary
LIBRARY RENOVATION & IMPROVEMENT COMMITTEE

August 27, 2020
Town Meeting
CHARGE TO THE COMMITTEE

- Working within the existing footprint, *including the courtyard area*, the committee was instructed to look at improving or renovating the following:
  - *Water Intrusion*
  - *Code Compliance*
  - *Electrical*
  - *Energy Upgrades*
  - *Technology Infrastructure*
  - *Operational Efficiency*
WATER INTRUSION

- Roof over courtyard prevents water intrusion and coverts area to usable space.
- Drywall replacement and water damage repair in children’s room.
- New Roof on the 1989 section of the building.
- Original drainage is still effective and will be utilized with renovations.
Current railings, steps, and door vestibule at front entrance are not code compliant or handicap accessible.

Areas of Rescue are need to be added to all non-accessible exit doors (2 locations).

Basement door is too short for an emergency exit.

Elevator Requires update to controls to meet current code.

Guardrails on stairs are not compliant.

Restroom occupant load for building is 200 people, which requires 4 pubic restrooms and 1 staff restroom. Current building only offers 2 total restrooms.

Doors do not provide enough clearance to accommodate those with disabilities.

Network wiring hangs in front of electrical panels and needs to be moved.

Circulation desks are not ADA compliant – are not wheelchair accessible.
ELECTRIC & ENERGY UPGRADES

- Replacement of outdated electric wiring and lighting.
- New fixtures will be LED.
- HVAC upgrades for community room to add surplus air flow in downstairs area.
TECHNOLOGY INFRASTRUCTURE

- Replace outdated Networking and IT infrastructure.
- Relocate computer network nearer to computers.
OPERATIONAL EFFICIENCY

- Entrance way and building navigation reconfigured to be more intuitive and accessible. Stairs and elevator will be situated near entrance.
- Program room relocated and expanded to increase capacity and offer after-hours access.
- Quiet study and reading areas added.
- Total of 4 ADA compliant restrooms.
- Circulation desks upgraded and moved to be easily distinguishable by visitors.
PROPOSED
1st FLOOR
PLAN
PROPOSED LOWER FLOOR PLAN
## Financials

<table>
<thead>
<tr>
<th>Booth &amp; Dimock Library Renovations</th>
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<tbody>
<tr>
<td>Estimated Project Costs</td>
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<tr>
<td>Estimated Grant Reimbursement</td>
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<tr>
<td>Transferred bond proceeds</td>
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<td>Net Borrowing Amount</td>
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BONDING