

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

Meeting Date and time: January 27, 2021. 9 am. Location: Town Hall Annex

Call to Order: By Chair Walsh at 9:03 am. Roll Call: Deborah Walsh (Chair), William Bonney (Vice Chair on Zoom), James Parda (Secretary), Tim Ackert (signed in on phone Zoom at 9:10, signed out at 9:44), Dudley Brand, John Twerdy, Joe Jankowski (on Zoom), John Elsesser (Town Manager), Margaret Khan (Library Director), Olivia Francoline (Town Manager intern)

Audience of Citizens: Sondra Astor Stave came forward to address the Committee. Ms Stave announced her pledge of \$75,000.00 to the Booth and Dimock Library renovation project. The donation was to offset the \$150,000.00 project reduction by the Town Council. Ms Stave is hopeful of a community match and asked that her extensive cookbook collection be housed in the Library sometime in the future. Elsesser spoke for the Town and the Council with heartfelt thanks. Walsh was joined by Committee members to express their gratitude for her generosity.

Acceptance of minutes for December 23, 2020 meeting: Motion to accept by Parda. Second by Brand. Motion carried unanimously.

Reports:

Chair Walsh reminded the Committee to be aware of the need for future special meetings as the project progresses. The Committee should be familiar with the documents required for the project.

Elsesser explained that the State Library Grant will need precise plan specifications. Ken Best (DRA Associates) will be the architectural firm overseeing the project once their contract is approved. The State Historical Preservation Office (SHPO) is reviewing the renovation plans at this time. The project is also subject to local permit reviews from Coventry Planning and Zoning and Inland Wetlands. Prevailing wage and minority set aside will apply to the project. Bidders must be pre-certified with State DAS.

Khan explained that the Library staff is conducting a collection review, researching circulation records and an overall inventory of Library materials to insure no losses during construction. The Library is planning for April 7<sup>th</sup> of 2021, Library Giving Day, to solicit additional funding.

Old Business: None

New Business:

Elsesser spoke to the paperwork requirements of the project. He reviewed the State Library Contract, Grant Contract Instructions, Invitation to Bid procedures, Liability Insurance, Funding requirements, Construction Progress reports and Architect hiring.

Adjournment: Motion by Parda. Second by Brand. Motion carried unanimously. Adjourned at 10:15

Respectfully submitted,

James Parda, Secretary

