

**Library Building Committee Meeting  
Monday, December 10, 2018, 2pm  
Simsbury Public Library Program Room 2  
Minutes**

**Present:**

**Committee Members:** Dave Blume, Lisa Karim, Jeff Shea, Tom Roy, Charmaine Glew, Marianne O'Neil, Bud Kelly

**Butler Rowland Mays Architect Representatives:** Meghan Brennan

**Owner's Representative:** Jim Russo, JR Russo, LLC

**Absent:** Dick Ostrop, Tolly Zonenberg, Lauren Miller

**Others Present:** Mark Orenstein

Mr Blume called the meeting to order at 2pm.

**1. Public Audience**

None

**2. Minutes – November 5**

Mrs O'Neil made a motion, second Ms Glew to approve the minutes of November 5 as presented. Motion carried unanimously.

**3. Discussion of Project Budget**

Mr Russo indicated there were no changes in the project budget from the November 5 meeting.

**4. Review of Project Schedule**

Mr Shea indicated a contract with Sarazin Builders has been executed. Mr Russo indicated that the date of substantial completion, 150 days from execution of the contract, is now May 20, 2019 with a final completion date of June 4, 2019.

**5. Review of Project Technology Scope**

This item is tabled until the January meeting to allow time for the Technology Subcommittee to meet.

**6. Discussion of Furniture, Fixtures and Equipment**

Ms Brennan distributed samples of tables, chairs and a podium, as well as budget numbers for those items. She will update the budget to include window shades.

Ms Brennan distributed new renderings of the display cases which will be located on the left side of the hallway to the new room. There had been some concern that there would no longer be a display case as wide as the one currently used by the Friends of the Library for artists. The new display case design includes an 80 inch wide display.

**7. Pre-Construction Meeting**

Mr Shea has scheduled the pre-construction meeting for Wednesday, December 19. Time is yet to be determined. The Technology Subcommittee will meet the hour before the Pre-Construction meeting.

Mr Russo will run the pre-construction meeting. He requested that a draft of the construction sign be available and that two copies of stamped drawing be submitted to the Building Department. He will submit a draft agenda for the meeting to Ms Brennan and Mr Shea.

### **Orientation of Space**

Ms Brennan presented options for the orientation of the room to address concern regarding visibility of the screen during presentations. She recommended staying with the original layout. The consensus of the Committee was that planning for the greatest amount of flexibility of use of the space was preferable. The Technology Subcommittee will discuss adding a second screen and projector to accommodate an east/west orientation of the room if funding is available.

Mr Roy made a motion, second Ms O'Neil, to create a change order request to price the cost of adding power to the podium, projector and data to accommodate the east/west orientation. Motion carried unanimously.

### **8. State Library Grant Matters**

Mr Shea and Mr Russo will complete necessary notification to fulfill grant requirements.

### **9. Review and Approval of Invoice #2018-7-5, J.R.Russo, LLC**

Mr Kelly made a motion, second by Ms Glew to approve Invoice #2108-7-5 payable to J.R.Russo, LLC in the amount of \$907.50. Motion carried unanimously.

### **10. Old Business**

None

### **11. New Business**

None

### **12. Next Meeting Date**

The next meeting will be January 14, at 2pm in the Library's Program Room 2. Subsequent meetings will be the 2<sup>nd</sup> Monday of the month at 2pm through April 8 in Program Room 2. Those dates are: February 11, March 11 and April 8.

### **13. Adjourn**

Ms O'Neil made a motion, second by Ms Glew to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 3:00pm.

Respectfully submitted,  
Lisa Karim

