

## **Newington Library Board of Trustees (LBOT) Meeting Minutes**

**Date:** 21 Feb, 2014

### **Construction Portion**

**Present:** Trustees Melissa Prefontaine (M), Gup Knox (G), Lee Lamson (L), Steve Bush (S) Jack O'Reilly (J), Library Director Scott Campbell (SC), Ron Lamarre (R), Jeff Parks, Marty Jennison,

Called to order by Chair M at 9:40

**Date Stone:** Vote taken 2/11 was for material only. Need to approve an additional \$2170 for labor. Moved by J, second by L. Approved 5-0

**Message Board:** Discussed various types; e.g. sandwich board, electronic screen in café. R had the lead to check on.

**Furniture:** Discussed ideas for new addition and existing building. Agreed on all but that for Heritage Room-still need to decide on chair material. Discussed chairs for Children's Room. Will purchase 10 "toadstool" types and 10 regulars with 5 of each type of different heights. Moved by G, second by S to approve the furniture bid from Tucker Library Interiors LLC not to exceed the amount in the budget. Approved 5-0

**Signage:** All ADA required signs will be provided by the builder. Jeff has the lead. Any other room/area specific signs will be purchases later.

**Window Treatments:** Will need for the south and west facing windows. Marty will take the lead on this.

**Café Water Supply:** Will look into using bottled for consumption. LBOT would like the setup to be portable. R has the lead on this.

**Director's Desk:** Existing one will be reused with side files or other storage means. R had the lead.

**Artwork:** Will wait until the buildings are opened. Will check on possible donations and/or rotating exhibits.

**Phone Lines and Security:** Installation is scheduled for the week of 3/12. Power shift is now scheduled for 2/24.

**A/V** S has the lead and will meet with a vendor today to discuss specific needs. Will need to be installed the third week of March.

**Moving:** Current schedule is to move into the new addition from 3/14-4/1.

**Keys:** Well rekey everything with a one-fits-all except for a separate key for the basement door. Jeff has the lead.

**Cleaning:** New addition will be completely cleaned before the move-in. Marty/Jeff have the lead. Ron has the lead for the inspection.

**Handrail:** Will be bronze colored pipe, 34" high per ADA requirements installed along the sidewalk. LBOT agreed on the ADA required remote door opener for the new doors will be on a post beside the walkway.

**Phase II Move Back:** Gail Klancheser joined the meeting at 10:55 to inquire about the date for moving back into the existing building after renovation. Per Jeff it should be 6/6. Gail then left the meeting.

**Children's Room:** LBOT except G inspected the newly painted clods on the ceiling and agreed that they are excellent.

### **Business Portion**

**Public Notification:** SC will submit information today to the *Newington Neighbor* about the scheduled opening of the addition for the public's use.

**Minutes:** Moved by G, second by S to approve minutes for 1/31 and 2/7 construction meetings. Approved 3-0 with M and J abstaining since they were not present.

Moved by J, second by S to adjourn at 11:05. Approved 5-0

Respectfully Submitted

Jack O'Reilly