

1. Call to Order

The Chester Library Building Committee held a Special Meeting on Thursday, May 15, 2014, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Denny Tovey, Terry Schreiber, Chuck Mueller, Dick Harrall and Linda Fox. Chairman Tovey called the meeting to order at 7:15 PM.

2. Approval of Minutes - May 1, 2014

Motion by Schreiber, second by Harrall, to approve May 1, 2014 Minutes as amended -

- Under 4., 6th paragraph, second last sentence should read, "Terry Schreiber indicated everyone who applied last year got funded."

UNANIMOUSLY APPROVED.

3. Update on RFQ

Chairman Tovey noted the RFQ is being published tomorrow.

4. Discussion of Space Programming

Linda Fox gave an update on the progress of space programming. She noted she met with Pat Holloway and subsequently with Dick Harrall. The following aspects of space programming were reviewed - population (including non-residents), collections, physical non-printing collection (includes books on CD's, movies, etc.), periodicals, electronic work stations, user seating space, staff workspace, meeting room space (including kitchen space, study rooms, etc.), signage, bulletin boards, display cases, newspaper racks, photo copier, café (do we really want food in the Library??? No.), maker or creator space, art displays (in meeting room), local history and genealogy (Historical Society), literacy volunteers, job or home work center, The Friends of the Library (community information center), collection sorting space for RFID (probably plan for the future), centralized communications center for data and network, outdoor space, reading room, flexible use space, non-assignable space (bathrooms, mechanical room, elevator, stairs, walls, closets, storage, etc.),

Other items discussed during the above review were shelving, square footage, floor space, etc. Square footage will be determined once the final draft of the State Space Programming Document is released.

Interview dates were tentatively set for June 18 and 19th. There should be a list of questions for the interviews. The RFQ submittals are due on May 30th. The next meeting of the Committee will be Thursday, June 5th, for shortlisting and formulating interview questions.

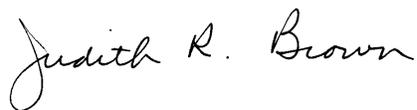
Chester Library Building Committee
Special Meeting, May 15, 2014
Page 2 of 2

5. New Business - none.

6. Adjournment

**Motion by Schreiber, second by Harrall, to adjourn at 9:00 PM.
UNANIMOUSLY APPROVED.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith R. Brown". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Judith R. Brown, Recording Secretary