

1. Call to Order

The Chester Library Board of Trustees held a Special Meeting on Monday, August 11, 2014, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Denny Tovey, Sandy Senior-Dauer, Deedee Prisloe and Peggy Carter-Ward. Linda Fox, Library Director, and Cary Hull were also present. Chairman Schreiber called the meeting to order at 7:30 PM.

2. Secretary's Report

**Motion made and seconded to approve June 16, 2014 Minutes amended with the following corrections -**

- Under 4. Old Business (a) Update on Buiding Committee, correct first sentence to read, "Denny Tovey noted 7 proposals were submitted and the list was narrowed to 3 - DRA, Lerner Ladds & Bartel and Tecton Architects."

**Unanimously approved. Motion Carried.**

**Motion made and seconded to approve July 11, 2014 Minutes as written. Unanimously approved. Motion Carried.**

3. Treasurer's Report

Treasurer Prisloe noted there was no report this month due to computer malfunction. She briefly reviewed balances in checking and savings accounts, noting some funds were transferred from savings to checking. **Motion made and seconded to approve Treasurer's Report as noted. Unanimously approved. Motion Carried.**

4. Update on Library Building Committee and NQP Committee

Denny Tovey gave an update on the work of the Library Building Committee. He noted things were moving along. The North Quarter Park Committee has been disbanded with 4 members (Meehan, Joslow, Sanders, Gorman) joining the Library Building Committee. Tovey indicated there is an upcoming meeting this Wednesday where the architect will present floor plans for the new Library. At the last meeting, the architect was directed to do a two story library plan. The Library proper will be on the lower level with programming space, mechanicals, The Friends office, etc. on the upper level. There was discussion regarding location of restrooms. Tovey also noted as of the last meeting the total size of the building was in the range of 8000 to 8500 square feet over 2 floors. The usable space was 5500 square feet. The rest is mechanicals, stairs, bathrooms, circulation areas, etc.

Linda Fox noted there will have to be a budget figure to turn in with the Grant application.

Chairman Schreiber noted it had been suggested at the last LBC meeting to have a glass wall on the second floor so it will be open and visible from the first floor. She noted this site is better suited for a two story building. There was discussion regarding pros and cons for a one story and two story building.

There was much general discussion regarding Grant money, fund raising, size of the building, anticipated total budget, new building has to fit in with the Town, cost per square foot, hard costs, soft costs, town bonding, street presence along Main Street, etc.

5. Review Grant Application, Components and Approval to various sections of Grant Application

The Grant application was discussed. Linda Fox reviewed the 300 word project description that must accompany the Grant application. She noted Denny Tovey helped with the timeline, Pat Holloway helped with the space planning and Peggy Carter-Ward helped with the technology plan.

**Motion by Schreiber, second by Senior-Dauer, to accept the Technology Plan as presented. Unanimously approved. Motion Carried.**

Linda Fox explained various aspects of what has to be submitted for the Grant application. It was noted the building is being designed as an energy efficient building, but not for an LEED Certification. Fox noted she will submit everything to the Library Building Committee for their review and approval. It will then go to the Board of Selectmen for their approval on August 26<sup>th</sup>. Linda noted she will attend the 8/26 BOS meeting in case there are any questions. When approved, the Grant application will be hand delivered to Hartford.

Denny Tovey noted the Library Building Committee will probably meet in September to review fund raising, naming the Library building, how to sell the project to the Town, etc.

6. Any Other Business

Cary Hull noted The Friends were at the Farmer's Market Sunday. They are starting to sell raffle tickets. She noted they introduced the new "Chester Human Library" program which will start in September. There was a lot of interest in this program. She also noted the Book Sale is coming up.

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7. Adjournment

There being no further business, the meeting adjourned at 8:30 PM.

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