

**Westbrook Public Library Renovation & Expansion Committee
Minutes for a Special Meeting, Wednesday, December 16, 2009
at 7:30 p.m. at the Westbrook Public Library**

Members present: Richard Pielli (Chairman), Lee Archer, Peter Bullenkamp (alt.), Catherine Winger. Also present: Library Director Lewis Daniels.

Call to order: R. Pielli called the meeting to order at 7:35 p.m. Following a motion by C. Winger and a second by L. Archer, P. Bullenkamp was seated as a voting member by unanimous vote.

Minutes: Following a motion by C. Winger and a second by R. Pielli, the minutes of the November meeting were approved by unanimous vote.

Correspondence: As requested at the last meeting, L. Daniels presented a quote for elevator signs from the company that supplied the interior directional signs for the building. The quote from Cassandra Signs for two 6"x 6" ADA compliant elevator signs matching the existing signage was \$165.00.

Invoices: The committee reviewed and discussed the invoice from Beauvais Floor & Carpet Maintenance for stripping and waxing the new vinyl tile in the south end basement in the amount of \$350.00. Following a motion by C. Winger and a second by L. Archer, payment of the invoice was approved by unanimous vote.

Project status: The committee reviewed and discussed cost estimates gathered by L. Daniels for installing an acoustical tile ceiling in the south end basement. In response to L. Daniels' inquiry, the building official said that the grid and ceiling tiles should be fire rated. The committee questioned whether this was necessary. C. Winger volunteered to talk to the building official about this request. The committee requested more information on the lighting proposal and requested bids from two other vendors. The project will also require installation of a thermostat, emergency lighting, fire and smoke detectors, and a change in the duct vents.

Following discussion, C. Winger made a motion to table the proposal until the next meeting. Following a second by R. Pielli, the motion passed by unanimous vote.

C. Winger reported that Friends Building Improvement Fund treasurer Jim Crawford told her that the Friends have about \$50,000 remaining from the fund raising for the building and that they would like to spend it. Jim encouraged the committee to come up with some ideas for art works, landscaping, and other ideas. The committee thought that the Friends could work with the library board on some ideas as well.

Review Budget: L. Daniels reported that as of December 14, the balance in the project budget is \$ 54,081.29.

Other Action: Following a motion by P. Bullenkamp and a second by L. Archer, L. Daniels was authorized to order the elevator signs from Cassandra Signs by unanimous vote. Following a motion by P. Bullenkamp and a second by C. Winger, the annual report for 2008/09 was approved by unanimous vote.

Next Meeting: Following a motion by C. Winger and a second by L. Archer, the schedule of meetings for 2010 was approved by unanimous vote. The next regular meeting of the committee is Wednesday, January 13, 2010.

Adjournment: The meeting adjourned at 8:20 p.m. by consensus.
Respectfully submitted,

Lewis Daniels, Secretary