

Weston Public Library Board  
Special Meeting

Tuesday, January 15, 2019  
7:30 PM, Town Hall Meeting Room

Minutes

Attendance: Barbara Groves, Anne Hunt, Amy Jansen, Lynne Langlois, Rick Ross, Amy Sanborn, Peter Shih, Denis Toner, Karen Tatarka

Guests: Chris Spaulding (First Selectman), Jonathan Luiz (Town Administrator), Hanna Przada (LyonsPlain Architecture), Christine Walder (Lyons Plain Architecture), Susan Richard (representing the Friends of the Library), Pam Kersey, former Library Board member

Meeting called to order by Chairman Hunt at 7:32 PM.

First Selectman Spaulding gave an overview of the history and purpose of the proposed project which would encompass an addition to the Library funded by a generous gift from the Daniel E. Offutt, III Private Foundation Trust, currently anticipated to be \$5.0 million (“the Gift”). First Selectmen Spaulding then turned the meeting over to Hanna Przada, Lyons Plain Architecture, to present her design to the Board and explain the use and purpose of the various spaces being proposed. The Library Board members were able to ask questions and discuss the proposed design as well as the program opportunities and impact, if any, on current operations and programming at the Library.

8:30 PM Representatives of Lyons Plain Architecture left the meeting.

The Library Board, First Selectman Spaulding and Town Administrator Luiz discussed the process going forward to bring this proposed project to fruition. The sense of the meeting was that the design presented was acceptable (Member Langlois not participating), the programmatic opportunities would be exciting and appropriate for the Library, and that, as proposed, the design would not have a negative impact on Library operations with the necessary increase in staffing. (Unanimous support.) This is all subject to having questions answered as the process goes forward.

Member Sanborn made a motion to accept the draft Memorandum of Agreement dated January 15, 2019 between Richard Orenstein, Trustee of the Daniel E. Offutt, III Charitable Trust and the Town of Weston. Second by Member Ross. Motion passed unanimously with Member Langlois abstaining.

Pursuant to Connecticut State Statutes Chapter 190 Public Libraries, Sec. 11-33 Powers and duties of trustees in municipalities. Gifts. (which gives the Library Trustees exclusive control of the construction of any library building), the Library Board discussed the creation of a Library Improvement Design and Construction Committee (the “Committee”) to oversee this proposed project going forward as per the draft timeline. The Library Board will have final approval of all decisions. The Library Board delegated authority to the Library Board members to be named to the Committee to invite other members to join the Committee

Member Groves made a motion to create the Library Improvement Design and Construction Committee (the “Committee”) to be comprised of one non-voting member and seven voting members that shall do the following with respect to facility projects funded by a gift or gifts from the Estate of Daniel E. Offutt, III: 1) Recommend to the Library Board and the Board of Selectmen the hiring of project architect(s), engineer(s), construction manager(s) and construction contractor(s); 2) Direct the architect(s), contractors and others that have entered into contracts with the Town; 3) Manage the design and construction phases of the projects to completion, including obtaining any and all necessary approvals from the Historic District Commission, approving project

expenses, authorizing change orders, adhering to budget and avoidance of cost overruns; 4) Communicate with the Town's Finance Director regarding approval of payment of project fees, costs and expenses; 5) Provide regular project updates to the Library Board; and 6) Submit the completed project for final approval to the Library Board and the Board of Selectmen. Second by Member Shih. Motion carried unanimously.

Member Groves made a motion to appoint First Selectman Spaulding as the non-voting Chairman of the Committee, to appoint Member Sanborn as the Vice Chairman, representing the Library Board, and also appoint Library Board Chairman Hunt and Member Jansen to the Committee, also representing the Library Board. Second by Member Ross. Motion carried unanimously.

The Library Board discussed the process required to hire a construction cost estimator to provide an estimate for the project as proposed. The cost will be \$5,000. Since the Town does not have an account set up from which this could be paid, and with a discussion/decision not to ask the Trustee to fund this amount up front, nor to approach the Board of Finance for a Supplemental Appropriation, the Library Board considered paying this money to move the project forward with subsequent reimbursement from the Gift when/if it is received.

Chairman Hunt moved that the Library Board fund up to \$5,000 from the Library Board's Endowment Fund to engage the professional cost estimator recommended by the Town to provide a cost estimate for the proposed project with the understanding that when/if the Gift is received, the Endowment Fund will be reimbursed. Second by Member Shih. Motion carried unanimously.

Member Langlois moved to adjourn the meeting at 10:26 PM. Second by Member Sanborn. Motion carried unanimously.

Respectfully submitted,

Amy Sanborn  
Secretary

Approved February 5, 2019