

Cromwell Library Commission  
Regular Meeting  
Monday June 12, 2017  
7:30 p.m.  
Maselli Conference Room  
Record of Votes and Minutes

RECEIVED FOR FILING  
*6-13 2017 at 3:01 P.M.*  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Lee C. ...*  
TOWN CLERK

Present: Chairman Marie Roberto, Barbara Grotheer, Margaret Colella, Kathy Newton, Martha Rennie, Diane Mongold  
Absent: Al Dickerson  
Also Present: Drusilla Carter: Library Director; Project Team Architects from Silver/Petrucelli and Associates: Jillian Tara and Amanda Cleveland; Gerald Seagrave

1. The meeting was called to order at 7:30 p.m. by Chairman Marie Roberto.
2. Approve/Amend Agenda--*Kathy Newton moved to approve the June 12, 2017 agenda. Seconded by Margaret Colella. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella.*
3. Approval of Minutes of May 8, 2017--*Barbara Grotheer moved to approve the minutes of May 8, 2017, as amended. Seconded by Kathy Newton. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella. Amendments: Under 2. Special Architect's Presentation should read: Amanda note that she received drawings from the library and the architects now have electronic digital files. Will meet with Drusilla to go over the drawings and existing conditions. The architects will come out and meet with Drusilla, the Library Commission....*
4. Citizens' Comments--None.
5. Town Council Liaison Comments--None. Marie Roberto did note that the Town Council is going to review the Library expansion project this Wednesday. (Martha Rennie arrived @ 7:37 p.m. Diane Mongold arrive at 7:38 p.m.)
6. Reports
  - a. Chairman--No report.

b. Library Director--Drusilla distributed the May 2017 Director's Report and Statistics Report.

- The architects were hard at work during the month of May. Members of the team met with both Drusilla and Lois Meltzer and poked into the corners of the library. We are right on schedule for having drawings ready to submit to the State Library.
- Our new virtual reality lab is up and running. It is mobile, not permanent. Our library received this through a grant. We are the only library in the State of Connecticut that has one. The lab sessions have been going so well that the company is sending us a second set of equipment so we will be able to have two labs running at once. Seth has run several "pop up labs" for patrons. A special session for Town staff and several library staff members was held. Looking down the road to add more programs. Will see if Seth can switch his schedule to show the Commission our new virtual reality lab at the next meeting.
- Attended the Connecticut Library Association conference and had a welcome opportunity to meet with several of our vendors and attend some informative sessions. Also participated in a special session designed to allow new librarians to connect with more established professionals in their area and had a chance to chat with several current library school students about working in public libraries.
- Seth and I worked with Amy Saada, the Senior Center Director, to plan computer classes for seniors during the month of May. Seth did an outstanding job of leading classes for a small but enthusiastic group of seniors, and we are planning to offer the classes again in the fall.
- As the end of the fiscal year approaches, we are beginning to wind down our spending and close out purchase orders. We are also beginning to plan for next year's purchases, including some much needed computer upgrades. We will have some funds remaining in the book budget, but that will be balanced by the overages in the part-time employee budget, so we should end the year right on track for spending.

Under the Statistics Report for May 2017-- It was noted under Inter-Library Loans that that decrease in materials loaned is because new materials are not loaned out to other libraries any more.

Drusilla noted receiving \$19,000 from the Town. Has 6 months to spend it. This money will go to the purchase of new computers and upgrading some equipment.

*Barbara Grotheer then moved to accept the Library Director's Report and Statistics Report for May 2017. Seconded by Martha Rennie. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella, Martha Rennie, Diane Mongold.*

c. Library Finance Report--Drusilla noted finances are in excellent shape. No report was received.



7. Old Business

a. Review of Construction Plans--A Special Meeting was held on Monday, June 5, 2017 in the Maselli Conference Room. *Martha Rennie moved to accept the June 5, 2017 Special Meeting. Seconded by Kathy Newton. In favor: Marie Roberto, Kathy Newton, Barbara Grotheer, Martha Rennie. Abstained: Margaret Colella, Diane Mongold.*

Drusilla received documentation from February 18, 2015 on the Town's approval for the construction and renovation of the library.

Jillian Tara and Amanda Cleveland, project team architects, distributed schematic designs for the library expansion project (A4 and A4a). The new construction is intended to be a multipurpose, technology rich area. The new addition will include a technology area with smartboard projectors and the children's area. There is a moveable wall which would separate the technology area from the children's area. This wall can be opened up to make one large room for large gatherings such as movies, speakers, larger library functions, etc. The new addition would include an enclosed vestibule, bathrooms, and desperately needed storage. There will be an area outside near the arches with café tables to encourage reading. This schematic design also included the redesign of the original library.

Also distributed was the library expansion and renovation opinion of probable construction costs.

After discussion of the above, Jillian Tara noted that the architects will do the narrative and submit it to Drusilla by the end of the week.

8. New Business--The final revised design A4 will be sent to Drusilla when completed and passed on to Marie Roberto and the members of the Library Commission.

9. Other--Drusilla noted that she will be in Chicago for the American Library Association meeting from June 21st through June 28th. Lois Meltzer will be the individual to contact while Drusilla is out-of-town.

10. Next Regular Meeting Date: July 20, 2017.

11. Adjournment--*Margaret Colella moved to adjourn at 8:50 p.m. Seconded by Barbara Grotheer. In favor: Marie Roberto, Barbara Grotheer, Kathy Newton, Margaret Colella, Martha Rennie, Diane Mongold.*

Respectfully submitted,



Linda K. Sellew

Library Commission Clerk

**AGENDA**  
**CROMWELL LIBRARY COMMISSION**  
**Special Meeting**  
**Monday June 05, 2017**  
**at 7:30 p.m.**  
**Library Conference Room**

RECEIVED FOR FILING  
5/11 2017 at 1:33 P.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

1. Call to Order
2. Approve/Amend Agenda
3. Old Business
  - a. Construction Discussion
4. New Business
5. Other
6. Next regular meeting date: June 12, 2017
7. Adjournment

*Glenn Brendegast, Asst.*  
TOWN CLERK

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