

Library Renovation Committee
Minutes – December 14, 2021

Attending: Bruce Anderson, Joe Manley, Eric Schoenfeld, Library Director Louise Manteuffel, First Selectman Greg Lacava, Library board chairman Jane Manley

Regrets: Project Manager Tom Carey

Meeting called to order by Bruce Anderson at 5:02pm.

1. **Minutes of 11/9/21 meeting:** Motion to approve by Joe/Eric. All approved.
2. **Additions to the Agenda:** None.
3. **Project Manager/ADA project update:** Tom Carey was on vacation, but reported that he inspected the library last week with Joe Manley and town Fire Marshal Stan MacMillan. They created a final punch list of outstanding items, which Tom forwarded to Todd Mester at AVT Construction. We are still waiting for AVT to resolve their issues (coat racks/rods need to be installed in kitchenette, door closers need to be adjusted in both bathrooms). A broken electrical outlet in the kitchenette has been fixed. Tom Carey will handle putting safety film on exterior windows, and switching the door to Louise's office with the adjacent one in the vestibule, which has windows. Jim Schultz will take care of a number of electrical issues, including installation of light fixtures in the kitchenette, re-attaching the outdoor lights and electric meter box on the front of the building, and providing code-mandated emergency exit lighting on the main floor and in the basement (Since the town is the building owner and it is therefore a town responsibility, we may also seek assistance from the town with the emergency exit lights and signage). Also, at the instruction of the Fire Marshal, Louise M. *et al* need to remove the flammable material from the new furnace room. Louise and Jane M. will create a "maximum occupancy" sign for the Community Room. In addition, we need to add a handicapped parking sign in the appropriate spot, and we'd like "no parking" striping painted on the driveway across from the new library entrance (Josh Tanner). And the new book return drop box needs to be installed (Jim Thompson, husband of the Children's Librarian, has volunteered to work on this, with a possible assist from Josh Tanner and the Public Works crew).
Finally, as we are at long last very close to wrapping up the ADA project, Eric S. expressed his thanks to former First Selectmen Craig Nelson and Tim Angevine and current First Selectman Greg Lacava for their unwavering support of the library renovations. The committee began its work in 2016.
4. **Siding follow up:** Aiello Roofing of New Milford completed re-siding the front of the library this week. Consensus is they did a very nice job.
5. **Future projects remaining:** As Joe Manley noted, the original mission of our committee was to assess the physical condition of the building and make recommendations to the town for appropriate action. To that end, here is the current list of projected needs still to be addressed:
 - Replace deteriorating siding on the remaining sides of the building. Bruce Anderson suggested that, for budgeting purposes, we may consider doing this one side at a time.

- Remove the underground oil tank that is no longer in use. Note: this tank is buried next to one that is still in use by the Warren School. The town will need to work with the Region 6 school district to determine whether both tanks should be removed at the same time.
 - Excavate and re-grade the corner of the library where we experienced seepage and water damage in the past. It would be cost-effective and preferable to combine this project with the excavation and removal of the oil tank.
 - Full-scale basement cleanup, especially with an eye to safety.
 - Investigate a water re-circulation system to get on-demand hot water into the bathrooms.
 - Additional lighting for the “Warren Public Library” sign on the front awning of the building. (Cosmetic)
6. **Public comment.** On behalf of the library board, Jane Manley said she is “thrilled” with the re-siding of the front of the library, which is the “face” the library presents to the public, and she thanked town officials for seeing that project through.
7. **Next steps.**
- Finish all the punch list items and declare the ADA renovation project complete
 - Begin working with the town on the list of “future projects”

Meeting adjourned (motion by Joe/Eric) at 5:46pm

Next meeting: Tuesday, January 11th at 5pm