

Library Renovation Committee – Final Meeting
Minutes – December 13, 2022

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

Meeting called to order by Chairman Bruce Anderson at 5:05pm.

1. **Minutes of 9/13/22 meeting:** Motion to approve by Joe/Eric. All approved.
2. **Additions to the Agenda:** None.
3. **Create checklist of remaining items to be dealt with by town govt.** (Note: this is the final list of outstanding items, and a copy will be presented to the Board of Selectmen at their next meeting):
 1. Siding remaining two sides (north and east faces) of building
 2. Ensure new gutters/downspouts throughout
 3. Excavate/regrade/add drainage to north side of building
 4. Repair damaged sill in basement (in conjunction with #3 above)
 5. Emergency exit lighting (required by Fire Marshal)
 6. Repair/replace approximately a half-dozen windows/sills
 7. Additional insulation for attic and crawlspace
 8. Lighting for Warren Public Library sign on front portico
 9. Investigate recirculation system to provide faster hot water in bathrooms
 10. Resolve issue with no hot or cool air in library director's office
 11. New overhead lighting for adult and children's library areas
 12. Paint adult and children's library areas (General maintenance)

The committee also noted these accomplishments since the committee was formed in August, 2016:

1. Asbestos abatement
2. New emergency exit stairway
3. Upgraded interior lighting in various areas
4. New multi-zone HVAC system; decommissioning of antiquated boiler
5. Renovation of community room
6. New IT closet
7. Upgraded electrical service in library; moved electric meter from Warren School
8. Installation/implementation of new alarm system
9. Secured various grants to pay for majority of renovations
10. Handicap accessibility
 - a. New front entrance with ramp, guardrails, portico, lighting
 - b. Completely remodeled men's and women's bathrooms
 - c. Handicap parking space & signage
11. Excavated/paved/lined new parking spaces
12. Created kitchenette
13. Repair/replacement of exterior doors on lower level
14. New siding on west and south faces of building

- 15. Installed new book return drop box
- 16. Removed deteriorating ceiling tiles in basement

- 4. **Discussion & possible action on disbanding committee:** The committee has completed its original mandate and gone far beyond the original mission. Motion (Eric/Joe) to present the final list of outstanding items to Board of Selectmen and formally request that the committee be disbanded. All approved.
- 5. **Public comment:** Library board chairman Jane Manley could not attend in person, but sent a letter (read into the record by Eric S. and attached as an addendum to these minutes) thanking the committee for its “commitment, direction and diligence” over the past six years, which “saw three different town administrators, a pandemic, and supply-chain hold-ups.” The committee members expressed their appreciation for the kind words.

Meeting adjourned (motion by Eric/Joe) at 5:34pm

December 13, 2022

Dear Library Building Committee members,

On behalf of the Warren Public Library Board and library staff, I would like to offer our appreciation of the committee's guidance and oversight of all the various building improvement projects that have enhanced the library's exterior and interior physical spaces.

Noting that these projects evolved over a number of years that saw 3 different town administrators, a pandemic, and supply-chain hold-ups, you all maintained the commitment, direction and diligence to see them through. Updating an 85-year-old building isn't easy, and your task was especially challenging!

Thanks to you, our patrons and staff are now enjoying a much more comfortable and accessible space.

Working with your committee has been a pleasure.

In gratitude,

Jane Manley
Library Board Chairman