



BETHEL PUBLIC LIBRARY  
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## MINUTES OF SPECIAL MEETING

Bethel Public Library Board of Directors

Monday, December 20, 2010

7:00 p.m.

Library Board Meeting Room, Bethel Public Library

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TOWN OF BETHEL  
TOWN CLERK

**Present:** Jane Bickford, Chairman; Tom Addonizio, Eileen Freebairn, Dorathea Gulya-Stasney, Robin Kahn, Richard Merritt, Shani Burke Specht, Elisa Volpati, Directors.

Lynn Rosato, Library Director.

**Absent with notice:** Mary Spain

Directors Trisha Lewis and Terri Rotella entered the meeting at 7:05 p.m.

**CALL TO ORDER** Chairman Bickford called the meeting to order at 7:03 p.m.

**PUBLIC COMMENTS** None.

**Building Project :** Chairman Bickford announced she had been notified earlier today that Union Savings Bank has agreed to sponsor the Adult Reference Desk for \$25,000.00.

Chairman Bickford explained the purpose of tonight's Special Meeting. We have recently learned that the June 30, 2011 deadline for the \$150,000.00 DECD grant is intended to be a completion date, not a start date. During the tour of the Library building last week with members of the Public Site and Building Commission, and with Tim Gunn and Ed Barrett from Morganti Construction, it was suggested that Morganti take over the task of preparing the RFP (Request for Proposal) for an architect to complete the specification drawings for the entire building project, drawings which could then be used to prepare RFPs for bid packages from contractors to finish the building. Bob Trippi has been working on such an RFP for the Seelye House portion of the building project, but our contact at the State Library, Mary Louise Jensen, has recommended we expand the scope to the entire project. The Public Site and Building Commission plans to meet on December 22, 2010. If they vote to assign the RFP preparation to Morganti, or to someone else, the Library Board needs to allocate funds to pay for that service so the work can begin immediately. An RFP is also needed in order to hire a Construction Manager (CM) for the project. Morganti has offered to do this as well, but it may

be a conflict of interest if Morganti also applies for the CM position. Discussion of whether the architect, once hired, could prepare the RFP for the Construction Manager position. Director Volpati, an architect, offered that it was possible, though not the usual practice. She also commented that generally the architect's fees are 10% of the entire project, and the Construction Manager's fees are 2-3% of the entire project.

Robin Kahn moved to allocate up to \$15,000.00 for preparation of RFPs for an architect and for a Construction Manager, including the related list of services provided by Tim Gunn, for the Public Site and Building Commission to use to contract with the selected RFP preparers.

Motion seconded by Trisha Lewis. Motion passed unanimously

Shani Burke Specht moved that the Bethel Library Board of Directors forms a Grants and Personal Solicitations Ad Hoc Committee whose members would include Trisha Lewis, Tom Addonizio, Elisa Volpati, and Shani Burke Specht for the purposes of identifying, contacting and meeting with sources for capital campaign fundraising.

Motion seconded by Elisa Volpati.

Discussion regarding duplication of purpose and membership with the Grants Sub-committee of the Development Committee.

Dorothea Gulya-Stasney moved the question.

Motion seconded by Robin Kahn. Motion to move the question passed unanimously.

Motion to form a Grants and Personal Solicitations Ad Hoc Committee: voting yes were Terri Rotella, Shani Burke Specht, Dorothea Gulya-Stasney, Eileen Freebairn, Rich Merritt, Tom Addonizio, and Elisa Volpati; voting no were Trisha Lewis and Robin Kahn. Motion passed.

Chairman Bickford asked for a volunteer to chair the new Ad Hoc committee. Shani Burke Specht recommended Trisha Lewis as Chair. Trisha Lewis agreed to chair the committee.

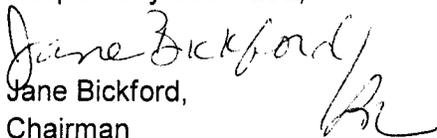
Discussion that the intent was for the Ad Hoc committee to complete the personal solicitations effort in three months. Pursuit of grants from foundations and other institutional or government sources would continue by the Grants Sub-Committee of the Development Committee.

Tom Addonizio moved to adjourn the meeting.

Motion seconded by Shani Burke Specht . Motion passed unanimously.

Chairman Bickford adjourned the meeting at 7:59 p.m.

Respectfully submitted,

  
Jane Bickford,  
Chairman