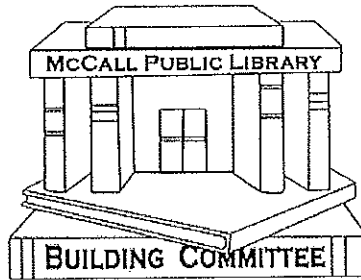


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Building Committee Minutes

May 18, 2016

Called to order 11:00

Heather Haynes

Bill Thomas

Larry Swan

Andy Laidlaw

Jacki Rubin

Linda Burns

Meg Lojek

Lynn Lewinski

John Powell

Karen Lannom

Called to order 11:01

Minutes approved, 1st Linda, 2nd Larry, all in favor

Old Business

First place firm was selected by the committee. The Library Board approved the selection at their meeting. The references check of this firm were all very good.

We need to notify the firms of the selection. We will be telling firms not selected that they will be notified by June 1, 2016.

Meg and Karen will draft up the letter to the chosen firm and mail out as soon as possible. Meg will call them as well.

New Business

Contract negotiation process

- John spoke to the city engineering contracting officer -- typically construction contracts.

- The city attorney doesn't really like the AIA contracts (architecture contract). We need to send the attorney a scope of work. We will probably need to modify the AIA contract.
- This is a pretty basic agreement so it shouldn't be too complicated. Letter of agreement, specific list of deliverables.
- Andy suggested that he and Meg call up the selected firm and have a dialogue about the process. Since we have not done this before they can tell us the process they go through. They can provide us with the kind of contract they like to use and start with that.
- This committee thinks that we should consider all options, like the city lot by Albertsons.

Project Management/Chain of Decision Making

- Through the interview process it came to light that there needs to be a point of contact that the contracted firm can go to with any questions or requests. Jacki Rubin and Lynn Lewinski are interested. Definitely need Meg's involvement because she is most knowledgeable about library issues. We can also ask the selected firm what has worked/not worked in the past.
- Meg will be the point person. She will delegate liberally, and will have lots of support from the Library Expansion Committee and Library Board.

Fundraising Chair

- Does not need to be somebody from this committee
- This person will oversee lots of different "spokes" of the fundraising role.
- They have applied for LOT money for a stipend for somebody to do this work. There is potentially a grant we could apply for for funds to pay for this person.
- We each need to come up with a couple names of people who might be our fundraising chair.

Meg and Andy will begin negotiation process.

Next meeting will be June 1, 2016 at 11:00am.

Meeting adjourned 12:02

1st Heather 2nd Larry

Minutes Prepared by Karen Lannom, Secretary

Respectfully submitted by Heather Haynes, Chair

