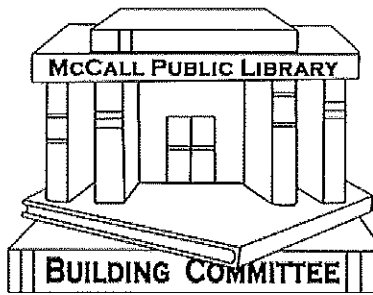


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**Building Committee Minutes
June 1, 2016**

Heather Haynes, Bill Thomas, Dean Martens, Andy Laidlaw, Jacki Rubin, Meg Lojek, Lynn Lewinski, Karen Lannom

Called to order 11:02

Minutes approved, 1st Andy, 2nd Karen, all in favor

Old Business

- Meg, Andy, and Karen called Humphries and Waters. A letter of agreement was decided upon. And we told them that we were limited to the LOT funding.
- They sent the letter to Meg yesterday for approval by City attorney. We need to get the attorney approval before the Agreement can be given to the City Council and Mayor signs.
- The letter proposed three visits for meetings. A lump sum of \$25,000 is the total amount, not including housing expenses. Four phases as described in their proposal.
- Discussion about their role in presenting the final results at the launch of fundraising stage. It's currently not included in the letter of agreement, and it was not in the RFP. We think it would be valuable. Meg will speak to them.
- Andy suggested asking them to make a video that could be played multiple times.
- The week of July 11 looks to be when Phase 1 visit will occur.
- Meg will forward the Agreement to the Library Board for review before Council meeting.
- Meg will ask Humphries Poli about when the lump sum payment will occur or how they would like payment to occur. This needs to be added to the Agreement.
- Meg will discuss with them when deliverables will be due and add to the letter.

Motion that the Library Expansion Committee approves the preliminary letter of agreement, contingent on attorney approval. 1st Heather, 2nd Karen. All in favor.

New Business

Meg will contact other two firms that they did not get the contract.