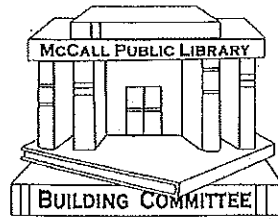


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**Building Committee Minutes
November 16, 2016**

Heather Haynes, Bill Thomas, Jacki Rubin, Meg Lojek, Linda Burns, Karen Lannom, Lynn Lewinski, Andy Laidlaw, John Powell, Nate Coyle

Called to order 3:16

Minutes 10/20/16 approved, 1st Andy, 2nd Heather, all in favor

New Business

- Nate Coyle - What staff is doing to support city campus.
 - They have good space information at hand -- what exists, what their needs are, new information gained by the Library Consultants site visits and results of their site analysis
 - They are moving forward based on the decision by the City Council who selected Plan A (the larger option that incorporates the city offices)
 - He is meeting with involved Department Heads November 22 to start planning city campus and what it will look like given that new offices will be incorporated into the new library plan.
 - Once this group of department heads and Nate have preliminary information, Nate would like to get together again with expansion committee.
 - They should have a timeline pulled together for the coming year.
 - We will all be working in tandem and conjunction moving forward.
 - Discussion of Capital Improvement Planning and the process within the City
 - Discussion of the City's experience with developing a bond proposal for a ballot and how the City could assist in the process, if needed
- Update from Library Board
 - They have scheduled a work session meeting to discuss Capital Improvement Plan, November 28th at 1:00 PM
 - They discussed the option of hiring a Capacity Planning consultant -- but they are looking to the expansion committee for their recommendation first
 - Meg looked at a few other libraries to see their process for how they proceeded in terms of getting help with fundraising. She suggests putting out a RFQ - Request for Qualifications (RFQ) - similar to an RFP but instead of saying exactly the work we need done, we are describing where we are in the process, what qualifications we are looking for. Individuals will apply, providing their resumes and then we interview. And those people can help us identify the process.

- **Bill makes a motion to take to the Library Board that the expansion committee would like to establish a subcommittee to write a RFQ for a fundraiser coordinator, Heather 2nds. All in favor.**
- Andy and Meg met to discuss the booklet draft presented by Humphries/Poli. They created a bulleted list of items to give Dennis and Dick.
 - They are working on better renderings, they feel like some of the additional details Andy requested are beyond the scope of the work they were contracted to do. Humphries Poli final report will be due to Meg on 11/28/2016 to conclude their current contract.

Next meeting is Wednesday, December 7 at 3:15 pm.
Meeting adjourned 4:25 1st Heather 2nd Karen

Minutes Prepared by Karen Lannom, Secretary

Respectfully submitted by Heather Haynes, Chair

