

Steering Committee Meeting Minutes

3/10/09

Approved

Members present: Dave Beinetti, Laurie Guenther, Tom Dooley, Bill Lane, Mary Tichenor, Anne Marie Gordon, Ian McNabb, Charlie Johnson

The meeting was called to order at 7:20 pm.

Public Comment

None.

Introductions

Sarah Hutchinson (in absentia) was introduced as a student representative to the Steering Committee.

Approval of Agenda

Added an update on the pending press release under Communications. Added an update on ground breaking under Update Timeline.

Approval of Minutes

Tom motioned to approve, Mary seconded. All in favor; None opposed.

Facility Committee Update

Ian received a message from Trevor requesting discussion of a policy for requests to HBT from committee members. Ian suggested all committee members submit ideas to Charlie and allow Charlie to review and forward to HBT. Dave suggested Ian is always copied on anything sent to HBT from Charlie.

A discussion took place regarding communication among facility committee members and HBT architects. Dave offered that HBT should be given room to design and do their work. They need to interface with the library staff to ensure the design meets staff needs and the work to be done, but its not as important to get input from committee at this point. The Facility Committee will take the lead from HBT architects when meetings will be held. If members of the Steering or Facility committees would like to call additional meetings, please contact Charlie.

Action: Ian will email all committees re: the process for submitting requests to HBT.

Communications Update

Ian suggested if there is a large number of people registering for a particular input session, we will schedule an additional charrette (possibly run by Ian or some other non-HBT person). He also suggested rewording the "requirement for registration" to "register for one of these sessions..."

Ian has contacted, Michelle K., HFL- superintendent asking permission to use the school e-mail list. Laurie has contacted the MCLS system asking permission to use the e-mail list.

Laurie feels word of mouth will be an effective way to communicate the design charrettes. She suggests encouraging all committee members, Friends and Board of Trustees to spread the word. Printed communication is underway. We will use similar communication methods as we did for the bond vote. The library has flyers if Committee members would like to distribute to neighbors or area businesses.

Dave suggested being consistent in our use of "Community Input Design Sessions" versus "Design Charrettes" because the former is much clearer.

Bill Lane suggested adding clarification in communications that these are 3-hour sessions so people don't think they can come and leave after giving their ideas. Dave suggested putting the input session agenda on the

website, so if people were under time constraints they could attend the portion which was most pertinent to them. Ian wondered about sending reminder emails to those who register. *Action:* Ian will ask Trevor or Scott for a rough outline.

Review of Grant Research

Ian reminded everyone to continue looking for grants. Laurie inquired if we will put together a formal plan to apply for stimulus package funding. It was decided to apply in a formal letter to each of our legislators. Ian reminded everybody the stimulus package is sought after by most communities in the nation. The competition for the stimulus package will be very competitive. The library project would need to be “shovel ready” (i.e. plans and bids are ready to go) to get much consideration.

There was general discussion about demolition of the barn qualifying for “shovel ready” and what additional work, if any, needed to be done before it could be taken *Action:* Charlie will get a copy of the Phase 1 report that was done on the barn and share a copy with Dave. Dave suggested asking Mathstone about their recent demolition project. *Action:* Charlie will talk with them. *Action:* Ian or Charlie will look at the load-bearing beam as a possible fireplace mantle in the new library.

We will apply again this summer for money from next year’s NYS Library Construction Grant. Laurie thought more libraries would be in the position to apply for NYS Library Construction funds this year.

Development Committee Update

Ian passed out a written report from Anne Shannon regarding the last Development Committee Meeting. The Development Committee met and reviewed the RFQs for a capital campaign. The Committee will meet on March 16 to make a final selection.

Dave distributed a copy of an RBJ article that interviewed Jennifer Leonard, President of Rochester Area Foundation. In it she discusses the impact of the economy on giving and adjustments in strategy that are being made.

Ian stressed the key to a successful capital campaign is compiling a list of capital campaign committee members as well as donors. We especially need to identify people who can talk directly with potential donors. General discussion took place about possible members and people to talk with about this opportunity. Dave suggested that every capital campaign committee member will be a donor. It would be helpful to have a public list of all town residents to begin building a list that might be a donor base. Dave is willing to help review a list of residents. Donors will create a base. It will be important to have a good story and professional package to hand to prospective donors.

Work has been done on writing a case statement to significantly reduce the work and cost of the capital campaign firm to do this.

Ian announced an upcoming workshop on March 19, 9am-3pm, called “Working Towards a Capital Campaign.” \$30 per person. Laurie and Anne will definitely be going. There is some interest from Jeff Hough, Don Hassett and Dave Beinetti to attend also.

Update Timeline

Tom handed out an updated timeline reflecting the most recent information from HBT. Laurie said in order to comply with grant requirements, September 2 is the latest date for demolition of the barn. A ceremonial ground breaking will be planned for Sat. June 20, 1 p.m. The Friends will work with members of the steering committee to plan this event. Dave and Charlie offered to work with the Friends. Ian will invite our legislators, town and village officials. Many ideas were presented to make this a memorable community event. Developing signage (on location of new library) and publicity will require lead-time. Additional promo ideas: balloons, speeches, photographers, media, band, signage with image of artistic design is revealed. *Action:* Charlie will

look into having a small platform built and possibly have an excavator there, and investigate finding a local volunteer with experience or interest in planning this event.

Communications Committee should decide what would be on the sign for groundbreaking. *Action:* Ian will talk with Al Karnes about his willingness and ability to make this sign. Dave can coordinate development of a sign lay out, if needed.

Discussion took place about what, if anything, to hand out at the groundbreaking: pens, key chains, magnet, etc.

The next Steering Committee meeting will be Tuesday, March 24 at 7 pm.

The meeting adjourned at 9:00 pm.

Respectfully submitted by,
Paula McIntyre