

**Steering Committee Meeting**

**January 27, 2009**

**7 p.m., Mendon Town Hall**

**approved**

Attending: Margaret Bailey, Dave Beinetti, Tom Dooley, Anne Marie Gordon, Laurie Guenther, Don Hassett, Charlie Johnson, Bill Lane, Paula McIntyre, Ian McNabb, Anne Shannon, and Mary Tichenor.

The agenda was approved as written.

Charlie Johnson gave an update of the facility committee. The committee received proposals from several firms and Barkstrom and HBT were the firms selected to interview. The committee felt both were excellent firms and both were in the same price range. In the end HBT was selected to design the library. The town board approved this recommendation last night. Contract negotiations will begin when the grant is awarded. There will be a preliminary meeting with HBT architects on Monday, Feb. 2 at 2 p.m. in the Town Hall. Dave Beinetti suggested further meetings with the architects be scheduled at night, so that all may attend.

Dave Beinetti said the committee must have input on the design of the building. The architects have an established procedure to gain input, and it is important that the committee follow this procedure to give input on the design. The architects will have one contact on the committee and Charlie Johnson was selected for that role.

Dave Beinetti discussed three levels of sustainability for a building. At some point in the near future, we will need to decide at which level the library will be built. Each level increases the price and will have a longer payback period.

Ian McNabb reviewed the timeline. Once the ground is broken, there is an opportunity to stop construction and refine the design and/or raise capital funds. The only requirement is to be moved into the building by June 30, 2011. We will receive input from the architect and capital campaign consultant before a final timeline is approved.

The Development Committee will meet Monday, Feb. 2 at 6 p.m. in the library. Don Hassett suggested a possible timeline as well as tasks to be accomplished for a development campaign. All development consultants work on a fee-based payment as opposed to a percentage of funds raised. Risa Bennett is drafting a letter of intent to go to potential foundations.

Anne Shannon stated that an upcoming task is to recruit a capital campaign chairperson. A job description will be needed to give to people serving on the capital campaign. Glen Clark's name was brought up as a potential volunteer to help with marketing materials.

A discussion took place clarifying the role of the communications committee, marketing committee, and development committee. Possible ways of financing a funding consultant were discussed.

Comments about talking points should be to Paula by Friday. The talking points will be brought to the Ad-Council for review.

Don commented that it is not enough to give people the reasons why we need a new library, to appeal to a broader base we need to appeal to people's emotions.

Submitted,

Laurie Guenther.