

Steering Committee Meeting Minutes
Feb. 10, 2009 7 p.m. in the Mendon Town Hall

approved

Present: Dave Beinetti, Tom Dooley, Laurie Guenther, Bill Lane, Ian McNabb, Anne Shannon, Shari Stottler, Mary Tichenor

The Agenda was approved.

Minutes were not available, Laurie will e-mail meeting minutes from Jan. 27 to be approved at the next meeting.

Laurie explained her findings in using the Rundel Foundation as an option for the planned capital campaign.

- Checks would be made out to the Rundel Foundation for the Mendon Library
- The Rundel Foundation could write one check a month to be deposited in the Mendon Library Reserve fund for construction
- The Rundel Foundation would be included in the thank you letter. We could edit and sign the thank you as we see fit, or send an additional thank you letter
- The Rundel Foundation will accept a credit card payment
- A small administrative fee would be charged to cover the cost to the Rundel Foundation
- Laurie is in the process of obtaining copies of the gift acceptance policy for our review

Ian will check with the Greater Rochester Community Foundation to see if this is a possibility for our capital campaign.

Tom brought up for long-range planning it might be better for the Library to have its own foundation. Our own foundation would bring more credibility to our project and provide a basis for long term endowment for our new library. Laurie and Shari looked at this option several years ago, they will revisit their notes. The group thought it would be worth looking at this option more seriously.

Ian updated the group on the work of the architects. Two meetings have been held with HBT. One meeting with the facility committee reviewing the proposed time-line and expectations of both groups. The other meeting was held with the Mendon Library Staff, reviewing the Staff Designs and Considerations document composed in 2004. The architect has also met with a landscape architect to review possible site considerations.

Dave Beinetti suggested that MRB engineering be brought into this discussion as soon as possible. The group wasn't sure on what information MRB already had concerning the site and what additional information would need to be collected to contribute to an informed decision regarding the site. Ian will call MRB to update on our discussion. Ian also suggested Paul Booth contributing his services as a landscape architect.

The architects have scheduled two design charettes for the public; March 28 at a location to be determined in the Hamlet of Mendon, April 4 at the Mendon Community Center.

A discussion took place regarding a green, sustainable, LEED certified building. Dave Beinetti suggested a meeting with the architects take place regarding this topic. The architects will be able to provide estimates on the cost of using green technologies. The impact of a green technologies decision will affect possible grant funding. Dave educated the group, that although green technologies are available, most come with an additional cost associated with them. For example; carpeting made from recycled materials, will probably be more costly than carpeting made from new sources. In addition to the cost of materials to become a LEED certified building, there is a registration cost associated with this also. The registration cost is based on a sliding scale of total cost of the project.

A few recycling companies were mentioned; Waste Management, the landfill on Rt. 5 and 20 before Geneva, New Energy Works. These companies might have grant programs which would help with our new library. The Green Team at the High School might be a resource we could use also.

Laurie and Ian gave an update on the Ad-Council. The next meeting with the Ad-Council will be Feb. 25 at 1 p.m. in the Library. They will present a draft communications plan for us to review. All are welcome to attend this meeting.

Anne updated the Steering Committee on the Development Committee activities. RFP's were distributed to several firms for Capital Campaign Consulting. Deadline for RFP's is March 4. The committee is in the process of drafting a letter of intent for grants, and a case statement for the capital campaign. A list of possible grants to apply for has been developed. Anne showed a model of what our structure might look like when a capital campaign consultant was hired. A development coordinator would be part of this structure. A small discussion took place regarding a paid or volunteer position. It was generally decided it would be favorable to have this be a paid clerical position. The group was encouraged to think of possible names for contacts for the capital campaign.

Laurie will draft a thank you letter to the Friends for their donation. Ian and Laurie will sign the letter.

Submitted,

Laurie Guenther

Next meeting will be held Feb. 24, 7 p.m. in the Town Hall