

**Mendon Public Library
Steering Committee Minutes
Tuesday, February 24, 2009**

approved

Committee Members present: David Beinetti, Bill Lane, Ian McNabb, Tom Dooley, Ann-Marie Gordon, Laurie Guenther, Anne Shannon, Charlie Johnson

Others: Elsie Cleary (Recording Secretary), Dan Bassette, Al Reeve, Shari Stottler

The meeting was called to order at 7:10 p.m.

1. Approval of Agenda: The agenda was approved

2. Approval of Minutes: The minutes were approved

3. Development update: Anne reported on a Development Committee meeting. One proposal from a firm to run the capital campaign is received. The deadline for proposals is March 4. The Development Committee will meet again on March 5, at 6:30 p.m. at the library to review proposals. A recommendation will be made to the Steering Committee. A discussion took place regarding the proposed payment plan and methods to pay the chosen capital campaign firm.

A potentially valuable and experienced fundraiser Jeff Huff, who lives locally has been contacted and is willing to volunteer to become a key part of the Capital Campaign.

A workshop on Fundraising is to be held on March 19, 2009 at a cost of \$30 per person and individuals were encouraged to attend.

The existing 'vision statement' needs to be more exciting and compelling, and the Development Committee are working on a new short summary statement.

Update on on HBT Architects & charrettes: Ian announced that there will be a meeting of the Facility Committee at 6 p.m. on Thursday, February 26 at the Town Hall. All are welcome to attend.

The Design Charrette meetings are set for Saturday, March 28, at Westminster in Mendon and Saturday, April 4 at Mendon Fire Station. Ian and Laurie agreed not to send out invitations by letter, but by email only. People are encouraged to call the Library to register to attend, but walk-ins would also be welcomed. Laurie will arrange for a large poster at the Library as well as other publicity.

Ian passed out for review large printouts of five different layout options for the new library, sketched by HBT Architects. Much discussion followed on the advantages and disadvantages of each option. The owners of Critics have been approached, to see if they would be willing to sell some land to the town for the library. Discussion took place that it would be advantageous to have win-win situation for all concerned. It was generally agreed that the final option should be selected based on what was right for the long-term benefits for the community.

Anne talked about sustainability concepts that were not just about building 'green,' but were to include the concepts of a small historic center, community center, and more. The library is a prime example of sustainability, in that it houses copies of print materials, to share, thus saving countless trees. A suggestion was made to include an outside firm to run a coffee house or something similar. Ian said he would research the municipal requirements for bringing in an outside operator to run it.

Dave suggested that 3-D computer models of the different options would be a great visual help in determining the best one.

Review timeline: Tom Dooley presented a two page timeline report.

Review of grant research: There was some discussion about grants. Laurie reported that the Capital Project check has not arrived. She thought the checks for the \$800,000 program were distributed, the \$14 million program should be distributed next. As of now, it looks like the \$14 million will be available for the 2009-2010

cycle of funding. We will be eligible to apply again. This grant is for hard costs of construction. Laurie questioned if there was an application to be considered for the stimulus package. Ian has submitted a wish list, but will check to see if an application is required. There will be an Ad Council meeting Wednesday, February 25 at 1 p.m. in the library. The Ad-Council will present a draft communication plan.

Laurie, Charlie, and Anne spoke with a previous employee of the Rochester Community Foundation. The Community Foundation does not seem to be as flexible as we would like with distributing funds for the building project. They also have a higher administrative cost than the Rundel Foundation. If we were to have about \$5 million dollars, it would be beneficial for us to set up our own foundation. Laurie and Ian will meet with the Rundel Foundation on Thursday. Right now this looks like this option will best fit our needs.

Public comment: none

Adjournment: The Steering Committee Meeting adjourned at 8:40 p.m.
The next meeting of the Steering Committee will be 7 p.m., Tuesday, March 10, 2009.

Minutes respectfully submitted by Elsie Cleary