

## Steering Committee Minutes

June 9, 2009

7 p.m. Mendon Town Hall

Approved

**Present:** Dave Beinetti, Ian McNabb, Tom Dooley, Bill Lane, Mary Tichenor, Laurie Guenther.

The meeting was called to order.

The agenda was approved as written, with one minor modification.

### **Approval of Minutes:**

Tom motioned to approve, Dave seconded, all in favor to approve the minutes of the 5/26/09 Steering Committee as written.

### **Ground Breaking Ceremony:**

Planning is underway for June 20 at 1 p.m. Dignitaries confirmed to attend as of tonight include; Joseph Errigo (NYS Assemblyman), Jeff Adair (County Legislator), Dick Rassmussen (HFL School District), Patty Uttaro (MCLS System), Mark Rowe (Library Board of Trustees), Lisa Hochgraf (Friends of the Mendon Library), Rick Milne (Village Mayor).

### **Development Update:**

Interviews will be scheduled for June 23 and 24. Laurie will call Library Strategies to confirm. Peter Pearson will conduct the interviews. To prevent any possible issues with the State Comptroller's Office, the Town of Mendon has rescinded the contract with Library Strategies. Friends of the Mendon Library have signed a new contract. Library Strategies is putting together a marketing packet for the interviews. We should have a draft copy to review by June 16. Discussion about the 2009-2010 NYS Library Construction Grant Program took place. It was decided to apply for the maximum amount for the renovation portion of our project. Dave Beinetti mentioned that NYSERTA and Restore NY might be two grant programs we could look into for renovation of facilities. Greg Emerson of the Village of Honeoye Falls might have information on grants and restoration of buildings also. Ian will check with him. The Development Committee should focus on writing grants. Perhaps a meeting can be scheduled in the near future.

### **Facility Update:**

Ian, Charlie, and Laurie will begin weekly meetings with HBT architects as we move toward the design development phase of the project. These meetings will be held at HBT offices at a regular time. State Environmental Quality Review process is beginning on the barn. The Town Board is the lead agency in this process. This is an unlisted action. An asbestos survey is scheduled to be complete on the building. The entire review should be complete by the end of August or beginning of September. This includes required public comment times. The barn should be demolished by the beginning of September to comply with grant requirements. If the SEQR process will delay the demolition, we should contact NYS Library Development to inform them of our progress. The Town Board declared all the furnishings in the barn as surplus equipment. The Town Clerk is investigating procedures to sell the surplus equipment to the public. It is thought, once the property is inventoried, the public will be able to walk through the building and place bids on equipment. Proceeds from this will be deposited into the A-fund. The Library will decide which shelves should be sold as surplus equipment and which shelves will be retained for future library use. Dave B. explained about the next phase of the project. After the schematic design phase is complete, we will move to the design development phase. Considerable design refinement will take place during this phase, as well as detailed design drawings for all aspects of the building. This will include; lightning documents, site elevations, detailed interior

drawings, detailed exterior drawings. From these documents, bid specifications will be drafted. This portion of the project should be complete about October.

**Timeline:**

It was thought we are generally on target with the timeline. Ian will bring the timeline to HBT architect for their input. Mtg. adjourned at 8:20 p.m. The next meeting will be Tues. June 23 in the Town Hall.

Submitted: Laurie Guenther