

Approved Steering Committee Meeting Minutes

July 14, 2009

Members present: Ian McNabb, Laurie Guenther, Bill Lane, Tom Dooley, Anne Shannon, Anne Marie Gordon

The meeting was called to order at 7:15 pm.

Public Comment

None.

Approval of Agenda

Agenda was approved as is.

Approval of June 9, 2009 Minutes

Update first sentence of Facility Update to include Laurie Guenther. Tom motioned to approve, Anne seconded. All in favor; none opposed.

Communications Update

Add new FAQs to library website and have facts available to address questions such as the future of the windmill in front of the barn, acquiring the Sunoco property, 7,000 vs. 12,000 sq. ft. building, etc.

Development Committee Update

Library Strategies interviewed 3 people; all interviews were positive and worthwhile. One interviewee may consider being a capital campaign chair. No phone interviews have been conducted yet.

Development Committee met a few weeks ago. Members agreed to canvas about 40 different foundations. Two inquiry letters have been sent, in addition we are preparing a letter of inquiry for the Gannett Foundation. Committee members have been assigned to research foundations, the research results will be discussed at the next development committee meeting on July 20 at the library.

Facilities Update

The Town Board approved a \$236,100 contract with HBT for their services for the remainder of the project: design development, geotechnical services, construction bid documents, proposal review and negotiation, and construction monitoring.

Barn demolition bid documents are being reviewed by our contract attorney. Ads will go out next week; potential bidders will have 2 weeks to respond. A contract will be awarded at the August 10 Town Board meeting.

MRB has provided a proposal for the site engineering.

The Town Board approved an asbestos survey for the existing library.

HBT met with library staff on July 13 to solicit layout, work flow and design ideas. These will be summarized and shared with the Facilities Committee.

Update Timeline

HBT and MRB will go before the Village Planning Board on August 3 to present the site plan and seek comments. On August 10 HBT and MRB will present to the Town Board and seek comments. Final plan approval will be sought in October. Construction bid documents are targeted to go out in early January 2010.

The next Steering Committee meeting will be Tuesday, August 11 at 7 pm.

The meeting adjourned at 8:30 pm.

Respectfully submitted by,

Paula McIntyre