

## **DRAFT Steering Committee Meeting Notes**

November 10, 2009

Members present: Ian McNabb, Laurie Guenther, Bill Lane

The meeting was called to order at 7:10 pm.

### Agenda

The agenda was reviewed and approved.

### Update on Status of Design

Ian McNabb, Laurie Guenther and Dave Beinetti met with HBT and ME Engineers to review LEED environmental design elements of the new library, per a suggestion at the October 27 Steering Committee meeting. Many features have already been incorporated. Large items, like a geothermal heating system and/or photovoltaic cells, will be added as possible donor items to our capital campaign. We will be receiving a list from HBT and ME Engineers detailing which environmental design elements are incorporated into the new building and which will need an additional capital campaign contribution to incorporate into the library design.

HBT is progressing with construction documents for the bid package and anticipate these will be completed by mid-December. HBT will attend the November 23 Town Board meeting to present and seek approval of the final plan for the library project. Steering Committee members are encouraged to attend this meeting. HBT will also make a presentation to the Village Planning Board in December.

### Capital Campaign Update

The next committee meeting will be November 23, 2009. An additional committee member has been added. Library Strategies and the Friends of the Mendon are working with the capital campaign committee. Library Strategies is aware of the low budget of the project, they are performing high level tasks, while the capital campaign committee is volunteering services also. Victoria Davidson will be the volunteer capital campaign coordinator.

### Additional Grants

Ian will contact Anne Shannon about leading the Development Committee in continued pursuit of grants. Laurie is aware of about grants we should have a good possibility of receiving. She feels the work done to date on grant applications will make it fairly easy to apply for additional grants.

### Approval of October 27, 2009 Minutes

These minutes will be reviewed and approved at the next meeting on Tuesday, December 8, 2009.

The meeting adjourned at 7:50 pm.

Respectfully submitted by,  
Paula McIntyre