Steering Committee Meeting Minutes
January 12, 2010

Members present: Ian McNabb, Bill Lane, Tom Dooley, Mary Tichenor, Ann Marie Gordon, Charlie Johnson, Margaret Bailey

Public attendees: Mark Rowe, Lisa Hochgraf, Shari Stottler, John Moffitt, Moe Bickweat, Bob Cooper, Dan Marcellus

The meeting was called to order at 7:05 pm.

<u>Public Comment</u>
None.

<u>Approval of Agenda</u>
The agenda was reviewed and approved as is.

<u>Approval of Minutes from December 8 Meeting</u>
The December 8 meeting only had three attendees so it was not an official meeting.

<u>Capital Campaign Progress</u>
Lisa Hochgraf gave an update on the capital campaign. The Friends' $25,000 donation has been extensively used to develop and kick-off the campaign. They are getting close to doing "the ask" (silent) portion of the campaign. Library Strategies has put together a campaign brochure to use during this phase. The committee will be trained on how to use the various communications pieces that have been developed.

They expect to know more about the initial success of the silent phase in March/April. This phase may run through June. A more public phase of fundraising is anticipated to begin in fall 2010.

<u>Photo and Data Transmission Service Presentation</u>
Bob Cooper, telecommunications consultant, gave a presentation on the telecommunications needs for the new library. The current library's two lines will not be adequate for the new library. A small telephone system with four lines will better serve the needs of the new library. Bob has done all the telephone communication systems for Rundel, the city libraries, Penfield, Brighton, Gates, and Pittsford libraries. In the latter four libraries, the phone systems were for the library and town.

Voiceover IP technology offers multiple benefits including it can connect separate locations together and have them serviced from a single location. The current Nortel system at the Town (with eight lines) is obsolete; replacement parts and equipment are no longer available and features offered are minimal. Bob anticipates a major failure in the system in the next 2-5 years.

He suggests we consider replacing the town phone system at the same time we install a new library phone system. The key is to put in a fiber optic cable between the library and the town hall. The federal E-Rate program would be available to help fund this capital expense at 40%. Space has been factored into the new library plans to accommodate the equipment and environment necessary for this system.

Bob pointed out the HFL school district has a new voiceover IP phone system (with 23 incoming lines) that was just installed and is only about 10% occupied at this point. It would not be much to tie in the library and town to this phone system via fiber optic cable. The federal E-Rate program would be available to help fund this capital expense at 40%. This scenario would negate the need for the town and/or the library to purchase a box because the school already has one. Additionally, the school has an IT department to maintain this system, which would

negate the need for the library and town to have such staffing. In Bob's opinion, this is the option that is in our best interest.

Other more expanded options include tying in the Village of Honeoye Falls and the HF Fire Department.

Motion to Recommend Photo and Data Transmission Service Proposal to the Town Board
~~A next step would be for the Town Board to discuss with the school district their interest in a shared phone service with the Town, Village and library.~~ The Steering Committee recommends the Town Board investigate shared VOIP services with the school district, library, and village of Honeoye Falls. Ian made this motion, Mary seconded. All were in favor; none opposed.

Tentative Project Schedule
Ian will email out an updated project schedule to the committee later this evening.

Status of Design and Construction Documents
Drawings and specifications will be available in the first of February for more detailed review. Once the drawings are finalized, HBT anticipates a 2-4 week time period to receive bids and another 2-4 weeks to review the bids.

Margaret suggested that there be an overall review of these documents by the Facilities Committee. Charlie will set up this meeting.

New Grant Work
Ian is not aware of any new developments in this research effort.

Public Comment
Dan Marcellus, representing the Town of Lima as a Town Board member, discussed Lima's interest in being part of a shared private phone system. Dan is willing to work with the Mendon Town Board and discuss the relationship with the school district. This system could be extended to transmit data as well. Dan is owner of QuikNet so he has the technical expertise to be part of these discussions.

On a separate note, Dan offered to let the Town of Mendon use a portable stage (called a "Showmobile") he recently purchased for outdoor events.

The meeting adjourned at 8:10 pm.

Respectfully submitted by,
Paula McIntyre