

Tiverton Library Services Building Committee

MEETING MINUTES

16 December 2009

7 PM, Essex

Present:	Kathy Ryan, Ginny Eagan, Mark Rapp, Bill Anderson, Lee Hoyer, Greg Jones, Don Wilbur, Dick Bixby, Eileen Browning
Absent:	Barbara Donnelly, Ann Grealish-Rust
Guest:	Leroy Kendricks, Kerry Kennedy, Pat Atkinson-Santos, Alice Vermette

Members

- New members of the Tiverton Library Services Building Committee
 - ⇒ Lee Hoyer
 - ⇒ Greg Jones
- The following are recommended to be members of the Tiverton Library Services Building Committee and are awaiting approval from the Trustees
 - ⇒ Kerry Kennedy
 - ⇒ Leroy Kendricks
- The committee has elected Mark Rapp, Secretary
- The committee has accepted the resignation of Phil Schuyler. All members want thank Phil for his service and dedication to the project during his tenure.

Guest Presentations

- Joan Prescott – Kathy said that Joan Prescott, Director Bristol Public Library, was unable to attend but mentioned that Ann would be working closely with Joan to help with the bonding process.
- Donald Powers Architects – Dick Bixby gave a summary report of the workshop meeting of 1 December 2009 with DPA and their consultants. Dick explained that the building and site design reflect the input from the committee, the staff and the public meeting. After a presentation by Dick and some discussion, the following items were mentioned as issues to address.
 - ⇒ Review the egress and security at the Children's Winter Garden exterior gate.
 - ⇒ Resolve public access to Library Director office

- ⇒ Completion of building sections drawings by DPA will resolve internal volume shapes.
- ⇒ As the design progresses, there needs to be coordination with Sandywoods and the Recreation Department to eliminate any duplication of services or spaces.
- ⇒ The roof edges and overhangs must be sufficient to protect the building walls
- ⇒ The committee has directed Dick to work with Bill Smith, Civil Engineer, and obtain quotes for additional soil testing to help with the design of the building foundation

November Minutes

- Meeting minutes of 24 November 2009 were presented. Motion to accept by Dick Bixby and second by Kerry Kennedy; committee voted to accept. One vote opposed by Ginny Eagan.

Treasurer's Report

- Ginny Egan explained the \$80 charge to the account was a debit for a safety deposit box not in possession of the Committee. Bank Newport is working to get the debit credited to the account.
- Motion to accept by Eileen Browning, second by Don Wilbur, committee voted to accept

Library Reports

- All consent reports will be in a binder at the library desk. The secretary of each group will hold consent information and distribute electronically.
- The meeting minutes to be distributed to all committee members and guests in attendance at the meeting.
- All work of the committee is public record. Executive session can be used only in specific instances. The Trustees are requested to check with town solicitor as to the rule regarding executive session.
- Meeting agendas and minutes will be available through the TLSBC website

Invoices

- Dick Bixby presented an invoice from DPA for \$25,000, which brings the work to 68% complete. A motion to approved payment was made by Ginny Eagan, second by Don Wilbur. The committee approved the motion and

the invoice will be forwarded to the Trustees with recommendation for payment.

Grant writing

- No additional information at this time.

Marketing and Communications

- There was discussion as to how the committee should move forward and develop and marketing and communications plans. As a result, the following items are to be addressed.
 - ⇒ A sub-committee will be formed to create a historical documents and sheet of talking points that can be used by the committee members and presented to various boards. The committee will consist of Kathy, Dick, Ginny, and Lee.
 - ⇒ Communications must be organized and prioritized to clarify how the various Library and Town groups work interact, and how to approach each. Boots on the ground
 - ⇒ Presentation of the building design and cost estimate will be to various groups. The work completed by the subcommittee and other members will determine what and how the information is to be presented. Ann will act as liaison to DPA while Dick is on vacation.
 - ⇒ The trustees prepared a workflow summary for the next six months. This will be used for the meeting agendas, and development of marketing and communications.
 - ⇒ It was decided to hold on development of an RFP for an architect for the remainder of the project.
 - ⇒ Marketing recommendations PowerPoint, prepared by bill Gerlach, was presented to the committee. After some discussion, it was decided to convene a marketing subcommittee to engage a professional marketing firm or individual, and develop a strategic plan. The committee shall be chaired by Lee and include Eileen, Leroy, Kerry and Kathy. The subcommittee will prepare recommendations to the full committee.

Meetings

- The marketing subcommittee will meet on Tuesday 12 January 2010, 7 PM at the Essex Library
- It was decided that meetings of the Tiverton Library Services Building Committee will be held on the second Wednesday of each month, 7 PM at

the Essex Library. Location and time may be changed depending upon size and intent of meeting.

- The next meeting will be in Wednesday 13 January 2010, 7 PM at the Essex Library.

END OF MINUTES