

Tiverton Library Services Building Committee

MEETING MINUTES

23 February 2010
7 PM, Essex

Present:	Kathy Ryan, Ginny Eagan, Mark Rapp, Bill Anderson, Eileen Browning, Leroy Kendricks, Kerry Kennedy, Ann Grealish-Rust, Lee Hoyer, Dick Bixby
Absent:	Barbara Donnelly, Don Wilbur
Guest:	None

January Minutes

- Meeting minutes of 13 January 2010 were presented and amended. Motion to approve as corrected by Eileen Browning and second by Leroy Kendricks; committee voted to accept.

Treasurer's Report

- Ginny Egan presented the Treasurer's report of 6 February 2010. There was no change from the January 11 report. Motion to accept by Eileen Browning and second by Kerry Kennedy; committee voted to accept

Library Reports

- General – Kathy mentioned that the OLIS online, the State Library Services website for reference and general information.
- Trustees – The charter has been reviewed and approved, it will be forwarded to the Building Committee shortly.
- Foundation/Fiscal – There are ongoing surveys, some interview, some no responses
- Friends – No report

DPA Presentation

- On Tuesday 9 February DPA gave a presentation of the Schematic design. Please see the following notes from that meeting
⇒ Doug Kallfelz and Stephanie Zurek of DPA gave a thorough visual and oral presentation of the Schematic Design for the new library building.
(1) Project history, design approach, theme development and project estimate were presented and discussed

- (2) The construction and site costs have been presented as an estimate based upon the current design. Cost and fees for FF&E (fixtures, furnishings and equipment) along with architect and engineering fees have yet to be established.
- (3) The cost of LEED commission was not included as part of the budget
- (4) In addition to the PowerPoint presentation, images and documents were made available through the Schematic Design Summary, volumes one and two; and the Executive Summary.
- ⇒ Several members of the committees asked Doug questions, which were answered to the best of his ability
- ⇒ Karen Mellor, Building Consultant from the RI Office of State Library Services, stated that RI OLIS will reimburse 50% of construction costs up to \$200/SF, and 50% of other costs, such as A/E fees, site, parking lot, interest. They will not reimburse Federal funding.
- ⇒ Doug and the committee agreed that there are areas of the building design where SF can be reduced without sacrificing program needs. This along with a careful review of building materials and systems will allow the committee to make some informed decisions and direct the architect direction in refinement of the Schematic design.
- Dick stated that DPA had presented a Schematic design. After much discussion, it was decided that Dick will go back to DPA and ask them to revise the Schematic Design to meet the following parameters.
 - ⇒ The estimated construction costs for the building and site must be brought down between 10% and 15%
 - ⇒ At Ann Grealish-Rust's directions, space can be reduced in the storage areas, back of house/support spaces and the computer lab.
 - ⇒ "Tighten" the building plan by looking at circulation and some better adjacencies.
 - ⇒ Look at ways to change some of the interior and exterior materials and finishes, to save some money but maintain the character of the building
 - ⇒ Look at replacing the "eyebrow" windows to the north with skylights
 - ⇒ Look at removing the clock tower
 - ⇒ Reduce the building footprint by 10% - 20%. This would bring the building size more in line with Tiverton population and comparable with libraries in the northeast.
 - ⇒ The building durability shall be a structure that is a 50 year building.
- Dick proposed a motion, with the approval of the trustees, to ask DPA to make revisions to the Schematic design, incorporating the aforementioned

items, and develop a revised construction estimate. Motion was second by Ginny, and the committee voted to approve.

- Kathy asked Ann to look check and see if the revised building program had been sent to the State Library Services.
- DPA Invoice – Dick presented an invoice from DPA that would bring their work to 90% completion. He stated that DPA was still responsible for making a public presentation. Dick made a motion to ask the trustees to pay the most recent invoice. Motion was seconded by Eileen. Motion was voted and approved by the committee.

Site Work

- Dick has worked with Don Wilbur to get prices for perc tests and soil borings from local firms. Don and Dick suggest that Bill Smith of Civil Engineering Concepts be hired to complete the test. The cost may range from \$8,000 for one day to possibly \$10,500 if two days are needed. Motion to recommend to the trustees to retain Engineering Concepts for this work with not to exceed cost of \$11,000. Motion made by Dick, second by Ginny, committee voted

Grant writing

- Eileen reported that she was looking into the following grant areas
 - ⇒ Federal money from Rep Kennedy (\$300K), and Senators Reed and Whitehouse (\$600K each)
 - ⇒ Newport County Fund
 - ⇒ RI Office of energy resources
 - ⇒ USDA
- As each grant moves ahead Eileen will coordinate with the various committees to get and provide information.

Marketing and Communications

- Lee reported that they had selected 14 firms, and narrowed them down to 5 which they spoke. There are awaiting proposal from each with the following directions
 - ⇒ Library Branding
 - ⇒ Proposed communication tools
 - ⇒ Public relations
- Lee presented the RFP for the firms. A motion to accept the RFP by Lee, second by Ginny. Committee voted to approve the RFP and forwarded onto to the trustees.

- Lee presented a site selection history summary. This will be part of the database and used by the M&C subcommittee.

Meetings

- Louise Durfee, scheduled to appear at this meeting, has rescheduled for Tuesday 2 March 2010, 7:30 PM. A motion to continue the meeting was made by Ginny, second by Kathy. The committee voted to accept and has agreed to continue the meeting, until Tuesday the 2nd.

Meeting continuation of 2 March 2010, 7:30 PM

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

Louise Durfee

- As a citizen and attorney, but not in any capacity as a Town Council member, Louise gave the committee a rough outline of a referendum for bond approval
 - ⇒ The monies of the Library would be a General Obligation issue with taxes from the Town pledged to support.
 - ⇒ First step is to get Bond Counsel to draft an enabling act
 - ⇒ Next the act is presented to the Town Council, which votes. If approved it is submitted to the State legislature for approval. This is done by the local state representative
 - ⇒ If approved it is signed by the Governor
 - ⇒ This is then sent back to the Town as an authorization for referendum.
 - ⇒ If the referendum is approved by Town vote, the bond counsel then drafts a Bond to be approved by the Town Council.
 - ⇒ Underwriters then market the bonds. Louise suggested that the library committee meet with underwriting to get their input on this process and how the market is moving.
- Work with the Bond council and Underwriters should be through the Town Administrator.

- Louise also suggests that due to the economic and political climate, that a bond referendum for a new library would not be appropriate for 2010, ideally 2012, and possibly 2011.
- After some discussion the building committee agreed to move ahead with these modifications to the schematic library design and work to hire a public relations and communications firm, with an eye toward a referendum in the next few years.

Meeting

- Due to recent meeting frequency, Eileen made a motion to reschedule the next TLSBC meeting from Wednesday 10 March to Wednesday 24 March 2010, 7 PM at Essex. It was second by Leroy, committee voted to approve. Therefore the next meeting of the TLSBC shall be on Wednesday, 24 March 2010, 7 PM at Essex.
- Motion to adjourn by Leroy, second by Kerry. Committee approve unanimously.

END OF MINUTES